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ABSTRACT

The university's 1974 handbook provides brief statements on the school's history, its resources and facilities, as well as policies and procedures of concern to the faculty. It also reflects the broader aspirations and philosophy of the university regarding teaching, research, and public service. Main sections of the manual are entitled: organization of the university; the faculty and the university; faculty responsibilities; professional resources; faculty benefits; the faculty and the community; and services for faculty. Specific details are offered on such topics as: appointments and tenure, contract renewal, faculty development program, leaves of absence, salaries, resignation and retirement, patent policy, research, student code of conduct and judicial procedures, and insurance. (LBH)

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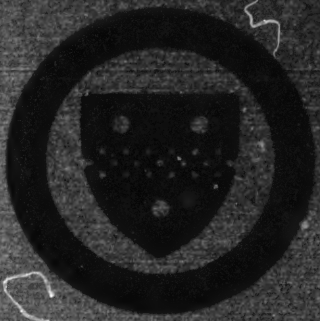

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Handbook for Faculty

University of Pittsburgh

1974

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January, 1974

FROM THE CHANCELLOR

The faculty handbook is intended to serve several purposes. It provides brief statements on the University's history, its resources and facilities, as well as policies and procedures of concern to the faculty. It also reflects in some measure the broader aspirations and philosophy of the University in pursuit of its basic missions of teaching, research and public service.

Of necessity, some material is presented in condensed form. Clarification of guidelines or policy statements on matters such as faculty rights, privileges and benefits, may be obtained from deans or the Provost.

It is my hope that this handbook will not only serve to acquaint faculty members about procedures and policies, but that it will also suggest opportunities for active participation in the life of the University community. In particular, I hope you will exercise your right to contribute to the decision-making process as a member of the faculty of your school, and also through the University Senate and its committees.

WESLEY W. POSVAR

TABLE OF CONTENTS

THE UNIVERSITY OF PITTSBURGH

History and Development 3
A State-Related University 3
Affirmative Action 4
Nepotism 4

ORGANIZATION OF THE UNIVERSITY

Board of Trustees 6
Administration 6
Senate of the University of Pittsburgh 7
Council of the Senate 8
University Council on Graduate Study 9
Provost's Advisory Committee on Undergraduate Programs 9

THE FACULTY AND THE UNIVERSITY

The Faculty 12
Graduate Faculty 12
Academic Titles 14
Other Academic Titles 14
Appointments and Tenure 15
Evaluation for Faculty Contract Renewal and Procedure for Review of Nonrenewal Decisions 18
Selection of Hearing Boards in Grievance Procedures 19
Criteria for Appointment and Promotion 19
Joint Appointments 20
Faculty Development Program 23
Sabbatical Leave 25
Leave of Absence 25
Length of Appointments 26
Part-time Faculty 27
Vacations 27
Spring Term Faculty Compensation 27
Overload Pay 28
Paychecks 28
Moving Expenses 28
Military and Jury Duty 29
Textbooks and Supplies 29
Resignation 30
Retirement 30
Emeritus Recognition 31
Advanced Degrees 31
Holidays 31
Academic Calendar 32
Faculty Identification Cards 32
Faculty Spouse and Child Identification Cards 33

FACULTY RESPONSIBILITIES

Unavoidable Absences 36
Student Absences 36
Academic Integrity 36
Office Hours 36
Outside Professional Service 37
Professional Services 38
University Policy on Patents 38
Research and Other Sponsored Projects 41
Commencement 41
Student Code of Conduct and Judicial Procedures 41

PROFESSIONAL RESOURCES

Libraries 44
Computer Center 47
University of Pittsburgh Press 47
University Book Centers 49
Philosophy of Science Center 49
University Center for International Studies 49
The Learning Research and Development Center 50
University Center for Urban Research 50
Knowledge Availability Systems Center 51
Space Research Coordination Center 51
Office of Measurement and Evaluation 52
EDUCOM 52
Pittsburgh Council on Higher Education 53
Office of International Student Services 53

FACULTY BENEFITS

University Benefits 56
Educational Benefits 56
- *Faculty Members* 56
- *Faculty Spouses* 56
- *Faculty Children Attending Pitt* 57
- *Faculty Children Attending Other Institutions* 57
- *Falk School* 58

Blue Cross and Blue Shield 58
Major Medical Insurance 59
Group Term Life Insurance 59
Additional Group Term Life Insurance 60
Total Disability Benefits Plan 61
Retirement Annuity 61
Annual Medical Evaluation 63
Home Purchase Plan 63
Public Liability Insurance 64
Pitt Blood Donor Club 64
Social Security 64
Workmen's Compensation Insurance 65
Unemployment Compensation 65

(continued)

THE FACULTY AND THE COMMUNITY

Community Relations 68
News and Publications 68
Advertising 69
Use of University Name and Seal 69
Gifts and Grants 70
Solicitations 70
Alumni Association 70

SERVICES FOR FACULTY

Health Services 72
Prescriptions 72
Off-Campus Housing 73
The Faculty Club 73
Dining Facilities 74
Nursery Center 74
Campus Bus 74
University Travel Service 75
Parking 75
Notary Public 75
Cashing Checks 75
Credit Union 76
Information Services Offices 76
Ticket Service 77
Intercollegiate Athletics 77
Physical Recreation 77
Directories 78
Meeting Rooms 78
Women's Association 78
Telephone 79
Motor Pool and Transportation 79
Purchasing 80
Printing and Duplicating 80
Mail Service 80
Office Machine Maintenance 81
Dead Record Storage 81
Lost and Found 81

UNIVERSITY BOARD OF TRUSTEES 83

CAMPUS MAP 84-85

The University of Pittsburgh

History and Development

The University of Pittsburgh was founded—as the Pittsburgh Academy—in a log cabin in 1787, eleven years after the signing of the Declaration of Independence. It achieved university status in 1819.

A private, state-related institution, the University receives support from the Commonwealth of Pennsylvania and income from endowment, tuition, gifts, and private sources. It is non-denominational.

It is composed of 16 faculties and schools located in Pittsburgh and faculties located on regional campuses in Bradford, Greensburg, Johnstown, and Titusville. In Pittsburgh's civic and cultural center are: the Faculty of Arts and Sciences, the College of Arts and Sciences, and the Schools of Business, Dental Medicine, Education, Engineering, Health Related Professions, Law, Library and Information Sciences, Medicine, Nursing, Pharmacy, Public Health, Social Work, General Studies, and Public and International Affairs.

The main campus—some 47 buildings located on a 125-acre site two miles from the city's business center—is adjacent to 500 acres of rolling civic park. Nearby are concert halls, museums, theaters, research institutes, book stores, art galleries, clubs, restaurants, churches, playgrounds, Carnegie-Mellon University, Chatham College, Carlow College, Duquesne University, and the University Health Center of Pittsburgh, consisting of six major hospitals affiliated with the University.

A State-Related University

During its 1966 sessions, the General Assembly of the Commonwealth of Pennsylvania formally recognized The University of Pittsburgh as an integral part of the system of higher education in Pennsylvania and designated it a "state-related" university. The University amended its charter to reflect this designation and changed its official name to "University of Pittsburgh—Of the Commonwealth System of Higher Education."

State-relatedness is a venture in joint public-private support of education. Traditionally, Pennsylvania's support for higher education has not been limited to state-owned and operated educational facilities. By supporting private institutions, it has sought to guarantee the continuance of a strong private educational system.

For many years the University of Pittsburgh had received approximately ten percent of its annual budget from the Commonwealth in the form of an appropriation to cover deficits that would otherwise have been incurred. The Commonwealth's designation of Pitt as a state-related university is then a natural outgrowth of this long-standing relationship. In effect, the designation enlarges the relationship and makes it more formal. It makes certain educational services available at lower tuition charges to the citizens of the Commonwealth; it increases the level of state funds for the university's general operating budget; it makes the university

eligible for state facilities construction grants; yet it permits the university to remain legally a private entity and, in practice, to retain the freedom and individuality of a private institution while it serves more fully the needs of the citizens of the Commonwealth.

However, the University still relies on private, federal and foundation sources—tuition income, income from service operations, sponsored research funds, and income from endowment and private giving.

Both administratively and academically, the University continues to function as a private institution, setting its own standards for admission, award of degrees, and faculty qualifications. However, the University coordinates its planning with the Commonwealth and other institutions in the Commonwealth. Lower tuition, due to the increased level of state support, enables more young men and women of ability to attend the university and helps the institution maintain salary and benefits programs which enhance its ability to attract and retain high-calibre faculty; and state funds provide many of the physical facilities necessary to carry out these expanded and improved programs.

Affirmative Action (Non-Discrimination)

The University affirms its opposition to policies and practices which deprive any individual of a right or privilege because of race, sex, age, marital status, creed, or national origin. Only policies which follow fair and equal employment standards, and which protect the rights and privileges of individuals, are endorsed.

The establishments, vendors, and contractors with which the University does business also must conform to these standards; and further, they must take reasonable affirmative action to insure positive progress in equal employment opportunity.

A University Affirmative Action Program has been designed to assure equality of opportunity for all persons.

Nepotism

To employ the most qualified, specialized, and technically competent individuals for faculty, administrative, and service positions, the University does not consider family relationship a disqualifying factor. Employment depends exclusively on the comparative qualifications of the applicants, except that no supervisor may employ his or her own relatives. However, no special consideration is given to relatives of current employees and University personnel should never use their influence to get relatives hired. In the event that more than one member of a family is employed by the University, it is expected that one such employee will not intercede on behalf of his relative in matters concerning salary, working conditions, or job performance.

The Provost is responsible for administering this policy with respect to faculty. The Director of Personnel is responsible for administering this policy with respect to nonfaculty personnel.

Organization of the University

Board of Trustees

The by-laws provide for thirty-six voting members on the Board of Trustees. Twelve trustees are designated as Commonwealth trustees: four are appointed by the governor, with the advice and consent of two-thirds of all of the members of the Senate, four by the President Pro Tempore of the Senate, and four by the Speaker of the House of Representatives. The remaining twenty-four trustees (including the Chancellor of the University but excluding the ex officio members who are the governor of the Commonwealth, the State Secretary of Education, and the mayor of the city of Pittsburgh) are elected by the Board of Trustees. Of these twelve are charter trustees, six alumni trustees, and six term trustees. There is also a class of emeritus trustees.

Charter, alumni, and term trustees are elected by the vote of a majority of trustees present and voting at the annual meeting. Alumni trustees are alumni of the University and are elected by the trustees following nomination in an election by the alumni body. At least one-of the charter trustees must be an alumnus of the University. Alumni and term trustees are elected for three-year terms which are staggered so that two alumni and two term trustees are elected at each annual meeting. Commonwealth trustees are appointed for four-year terms on a staggered basis. Charter trustees continue to serve until retirement.

Any person who has served as a trustee of the University and who is considered worthy of special honor by virtue of his leadership, long and devoted service, or other exceptional contribution to the progress and welfare of the institution may be elected an emeritus trustee.

Three or more regular meetings of the Board convene each year, including the annual meeting. Special meetings may be called by the chairperson of the Board, by the Chancellor, or upon the written request of three voting members.

Administration

The Chancellor is the chief academic and administrative officer of the University. As a member of the Board of Trustees, the Chancellor serves as the principal channel of communication of the University with the Board. Assisting him in guiding instruction and research are the Provost, the Vice Chancellor for the Health Professions, the deans of the various schools and faculties, the presidents at the four regional campuses, and the department chairpersons. Other principal administrative officers of the University include the Vice Chancellors for Business and Finance, Planning and Budget, Public Affairs, and Student Affairs, and the Secretary of the University.

The University is organized by schools and faculties, each administered by a dean. In most of the schools the basic organizational unit is the department, headed by a chairperson. Traditionally, and by specific delegation from the Trustees and the Chancellor, departmental faculties have a number of areas of primary responsibility, including curriculum design, instructional practice, grading, and initial consideration of faculty appointments. In such matters the chairperson is charged with representing the views and policies of the faculty to the administration. In other areas, including budget, personnel management, and salary practice, authority is specifically delegated from the Trustees to the chairperson through an administrative chain including the Chancellor, Provost or Vice Chancellor of the Health Professions, and dean or regional campus president. The By-Laws of the University, for example, particularly charge the chairperson with making a recommendation on faculty personnel matters separate from the recommendation of the departmental faculty. In short, the pattern of responsibility and authority in the University structure is a complex one, involving different roles for various components in the institution with the ultimate legal authority in the Board of Trustees.

Individual members of the faculty may express their views, recommendations and requests through their chairperson, departmental and school faculty meetings and committees, the University Senate, Senate Council, and Senate Committees. Faculty members also are encouraged to seek assistance and counsel from University officers responsible for supportive services.

Senate of the University of Pittsburgh

The objectives of the Senate, as expressed in its by-laws, are "to consider University policies of Faculty concern and to consult with and advise the administrative officers in all matters which affect the welfare of the University; to provide communication among the students, the staff, the faculty, the administrative officers and the Board of Trustees."

Any faculty member who holds a full-time academic appointment in the University of Pittsburgh with the title of instructor, assistant professor, associate professor, and professor, is a member of the Senate. Professional librarians also are members.

The administration, the staff, and the student body have limited representation.

The Senate has three elected officers: president, vice-president, and secretary. Each serves a one-year term and is eligible for three successive terms. These officers, in consultation with the Chancellor, assume responsibility for the agenda of all Senate meetings.

Not less than five stated meetings are established by the Senate by-laws, and are incorporated into the official calendar of the University each year. A written agenda is mailed to members prior to each scheduled meeting.

The Senate may present written recommendations to the Chancellor for specific action on various aspects of University policy, especially in the areas of educational policy; tenure and academic freedom; student affairs; physical plant; substantive or procedural budgetary matter; health and welfare policies for faculty, students, and staff; athletics; admissions and student aid; and commonwealth and community relations. The Chancellor is expected to inform the Senate of his action on such recommendations.

Council of the Senate

The by-laws of the Senate provide for the "Council of the Senate" to meet ten times a year. Members of the Senate Council represent the administration (ex officio and by Chancellor appointment), the Faculty of Arts and Sciences, the Professions, the Health Professions, the regional campuses, and students. Chairpersons of standing committees and others interested may attend Council meetings and participate in discussion as non-voting observers.

Elective processes provide a three-year term for Council membership, assuring continuity in the representation from the various schools within each academic area. Chairpersons of standing committees (each with nine faculty members) are elected by the members of the respective committees. Any member of the University staff, whether or not a member of the Senate Council, may be asked to serve as a member of a Standing Committee. Two undergraduate students, appointed by Student Government, and one graduate student, appointed by the Graduate Professional Student Association, serve on each Standing Committee.

Special committees to study designated areas of interest or concern may be created by the Senate at any time; they report their findings to the Senate and propose recommendation for administrative action.

Standing Committees of the Senate are:

> Admissions and Student Aid • Athletics (currently a combined committee of the Senate and University Committee appointed by the Chancellor) • Budget Policies • Commonwealth and Community Relations • Computer Usage • Educational Policies • Health and Welfare • Library • Organization and Procedures • Plant Utilization and Planning • Student Affairs • Tenure and Academic Freedom • University Press

Senate Council is "clothed with the powers of the Senate when the Senate is not in session."

The office of the University Senate, 1232 Cathedral of Learning, assists in coordinating the activities of officers and committees of the Senate and the Senate Council and maintains the membership roster of both bodies.

Further information on structure and activities of both Senate and Senate Council is available from the Clerk of the Senate at extension 6504.

University Council on Graduate Study

The University Council on Graduate Study reviews all postbaccalaureate degree programs, except the first-professional degree programs in the Schools of Law, Medicine, and Dental Medicine. Regulations governing graduate studies are promulgated by this Council and voted upon by the entire Graduate Faculty. Representation on the Council is assured the faculty of all schools, proportionate to the number of graduate faculty members. Six graduate students also serve as voting members of the Council. The Associate Provost for Graduate Studies and Research serves as chairperson of the Council. All meetings are open to the University academic community.

Provost's Advisory Committee on Undergraduate Programs

The Provost's Advisory Committee on Undergraduate Programs includes faculty and student representatives from all University schools with regular undergraduate programs. It was instituted to advise the Provost about matters of common concern to all undergraduates. Among these are the quality of undergraduate instruction, inter-school undergraduate programs, changes in one school which may affect others, relations with regional campuses, new types of undergraduate instruction, and such innovative programs as the external degree program. While the Committee does not possess the powers of the University Council on Graduate Studies, it serves to monitor the overall quality of University programs relevant to its concerns.

The Faculty and the University

The Faculty

The membership of the University faculty includes officers designated by the Chancellor and all members of the teaching staff who hold the title of professor or associate professor.

The membership of the faculty of each degree-recommending unit consists of the Chancellor, the Provost or the appropriate vice chancellor, the dean or regional campus president, and all full-time professors, associate professors, assistant professors, and instructors who teach in the unit.

Assistant instructors, teaching assistants, teaching associates, research associates, and part-time faculty are not formally members of the University faculty or the faculty of any school. They may, however, be listed in the school bulletins of the University as members of the teaching staff.

In addition, all professional librarians (Librarian I through Librarian V) and the director and assistant director of the University Library have faculty status.

Graduate Faculty

I. *Qualifications for membership in the Graduate Faculty*

According to the 1970 Reorganization of Graduate Study at the University of Pittsburgh, "membership in the Graduate Faculty shall be of two classes, 'regular' and 'adjunct'." *Regular membership* is recommended for full-time members of the University faculty or academic staff with faculty status who are approved to direct graduate study and research at all levels. *Adjunct membership* is recommended for persons whose primary responsibility is outside the University but who hold a part-time faculty appointment and are approved to direct graduate study and research at all levels.

Competence to direct graduate study and research at all levels is the primary qualification for membership in the Graduate Faculty. Hence, each nomination for membership includes documentation of the candidate's experience in research, in teaching graduate-level courses, in supervising graduate research, as well as scholarly publications and professional employment. The completion of a doctoral dissertation, while desirable, is not in itself sufficient evidence of qualification for membership in the Graduate Faculty. Faculty members without an earned doctorate are not automatically excluded and may be admitted if they possess exceptional qualifications by virtue of experience and accomplishment.

Appropriately qualified faculty members who are neither regular nor adjunct members of the Graduate Faculty may be assigned by their department chairpersons (if approved by the Graduate Faculty of the department) the responsibility for teaching graduate courses and directing master's level research. In addition, they may serve on doctoral dissertation committees, provided that

a majority (three or more) of the committee are regular or adjunct Graduate Faculty members. These responsibilities provide some of the experience required for later appointment to membership in the Graduate Faculty. Individuals who are candidates for advanced degrees, especially those seeking a degree from the University of Pittsburgh, do *not* normally qualify for membership of doctoral dissertation committees and, except in a few professional areas, are not normally assigned the responsibility for teaching *graduate* courses.

II. *Procedure for Nomination*

All nominations for regular or adjunct membership in the Graduate Faculty must originate in the department or school offering graduate degree programs. All regular Graduate Faculty members in the department, school, or unit must be polled, and the nomination must be signed by a majority of Graduate Faculty members of the unit making the nomination. If there are fewer than six Graduate Faculty members in the unit, additional support (including signatures) should be obtained from Graduate Faculty members in closely related areas of the University.

The Graduate Faculty of any school may determine appropriate discipline sub-clusters to act on nomination procedures, if the total school faculty so desires.

If a department or school nominates, for regular membership in the Graduate Faculty, an individual whose primary appointment is in another department, the nomination must include the concurrence of the department of primary appointment.

All nominations for regular or adjunct membership in the Graduate Faculty must be submitted on the appropriate form (PITT-1918). The required supporting evidence should include a listing of graduate courses taught, service on graduate committees, research directed, and publications.

As of July 31, 1972, all present members of the Graduate Faculty are continued as members of the Graduate Faculty.

III. *Appointment to the Graduate Faculty*

Appointments to membership in the Graduate Faculty are made by the Provost of the University.

Before being submitted to the Provost, each nomination is reviewed by the dean of the faculty or school from which it originates. If the dean approves, he or she signs the nomination, along with the individual's Appointment and Special Action form or the Employee Record, and forwards it to the Associate Provost for Graduate Studies and Research.

The Associate Provost for Graduate Studies and Research utilizes a standard procedure for review of all nominations before final approval and appointment by the Provost. This review is based upon the qualifications to teach and direct graduate research at all levels in accord with the objectives of the degree programs.

Academic Titles

The titles of professor, associate professor, assistant professor, and instructor comprise the tenure stream and are used only for faculty who are qualified for full-time appointments under the statement of criteria for appointment and promotion.

Other Academic Titles

Visiting, research, adjunct, clinical, and field prefixes may be used with any of the academic titles of professor, associate professor, assistant professor, and instructor. Appointments with these academic titles and the following are outside the tenure stream.

Visiting status is used for those individuals who are appointed on a temporary basis. These appointments usually are not for more than one academic year.

Research status is given to individuals who have demonstrated a high degree of competency in their special fields of research.

Adjunct status is to recognize the educational qualifications of certain individuals whose primary appointment is outside the University and who on occasion perform educational service for the University.

Clinical status applies to individuals who contribute more to the clinical care of patients than the educational program.

Field status is given to individuals who supervise student field work.

Lecturer is a title reserved for special teachers of considerable professional attainment or personal eminence. These persons do not have professorial rank or tenure but are either qualified for such rank or recognized experts in the particular specialty they are employed to teach.

Assistant instructor applies to persons who are primarily graduate students and who do not fully meet the criteria for instructors, but are carrying teaching assignments.

Research associate applies to persons who hold a doctoral degree or have an equivalent preparation for research and who are employed to do research in collaboration with members of the faculty.

Appointments and Tenure

(A Statement from the By-Laws of the Board of Trustees adopted January 14, 1969, amended through January 8, 1974)

The power of appointment and the correlative power of dismissal of any member of the teaching staff are by the Charter committed to the Board of Trustees. However, it shall be the policy of the Board to delegate these powers to the Chancellor as head of the University Faculty, who may redelegate these powers except in the case of tenured faculty. The Chancellor shall take into account the recommendation of the Provost or Vice Chancellor concerned and, when the appointment is to any School, the Dean of that School. The Dean, in turn, shall take into account the recommendations of the Chairmen of the Departments and the faculties concerned.

The following principles of appointment and tenure will be observed.

1. The University shall send to each new member of the teaching staff a letter setting forth the terms and conditions of his appointment. Each new appointee shall receive a copy of the Handbook for Faculty at the time of his appointment.

2. The appropriate Dean or Regional Campus President, the Vice Chancellor concerned, the Provost and the Chancellor shall review from time to time the rank and the quality of services of each member of the teaching staff.

3. Tenure may be awarded only to Professors and to Associate Professors as herein provided. Tenure shall be held by a faculty member only in the School or at the Regional Campus where the tenure is granted. Once it has been awarded, tenure is obligatory for the University, optional with the faculty member. Tenure does not apply to administrative positions. Appointments to these are ordinarily for indefinite terms, but are terminable at any time.

4. Except where annual appointments or other limited terms of years are involved, it is to be understood that the rank and salary of the individual, once stated, will continue without change, unless notification of new arrangements is given by the University administration in a letter dated not later than March 15 of each year. In the event that an individual is not interested in continuing in the service of the University at the salary, rank, or conditions offered, he or she should give notice of this fact at least 90 days before the beginning of the trimester or semester in which resignation is to become effective. It is assumed that the faculty member will complete a trimester or semester in which teaching already has been undertaken.

5. The initial appointment in this University of an associate professor or full professor shall be for a probationary period (usually two years) specified in the

written terms of appointment. This term of probation shall in no case exceed four years. Any probationary appointee at the associate or full professor level shall be given at least one year's notice that the appointment will not be extended. Permanent tenure is attained when the experience of this provisional appointment is mutually satisfactory, as evidenced by a written offer and acceptance of reappointment beyond the probationary period. Notwithstanding, under exceptional circumstances, the initial appointment of an associate professor or full professor may be made with permanent tenure. Promotion to the rank of professor or associate professor involves the awarding of tenure.

6. The terms of appointment for instructors shall be one year. The University shall notify each instructor by March 15 in the first year of service and by December 15 in subsequent years of service whether or not his or her services will be continued after the current academic year.

7. The terms of appointment of Assistant Professors are normally three years. However, an individual may receive one appointment for a term of less than three years. Following appointment at this University with the rank of Assistant Professor for a three-year term, the University shall give written notice by the end of a second year, stating whether the individual is to be reappointed beyond the third year of that term. The University shall notify in writing each Assistant Professor serving under a two-year appointment by December 15, and under a one-year appointment by March 15 of the terminal year of the appointment whether or not he or she will be reappointed.

8. The ranks of instructor, assistant professor, associate professor and professor comprise the tenure stream. If the teacher shall not have been given written assurance of promotion to the rank of Associate Professor by the end of the sixth year of appointment in the tenure stream, he or she should be notified that he or she has no expectation of such promotion or of receiving permanent tenure.

9. The total number of years which a faculty member may serve at this University without tenure in ranks included under this Appointment and Tenure Plan shall not exceed seven. If a person has served for seven years in ranks included under this Appointment and Tenure Plan, he or she must either be promoted to Associate Professor or Professor or his or her services in the tenure stream terminated. Such notification shall be made prior to the end of the sixth year of service.

10. For appointments outside the tenure stream the term "visiting," "research," "clinical," "adjunct," "field," or "volunteer" may precede any statement of rank, or it may, in exceptional circumstances, be agreed in writing that such shall be the status of the appointee. In either event, the appointee shall have only such assured length of service as is provided for in the written terms of the appointment.

11. The title of "assistant instructor" may be used for teachers who do not meet the criteria required for instructors. It is assumed that assistant instructors, like graduate student assistants, will conduct their teaching assignments under the direction of senior Faculty members. The title "lecturer" should be reserved for persons of professional attainment or personal eminence. Neither of these titles involves tenure.

12. Termination, other than by expiration of term, of any appointment may be made for cause. In such cases, the University shall seek the advice of a Faculty committee. Further, in such cases, the University recognizes the right of the individual concerned to be informed of the reasons for the termination of his appointment. The University also shall provide a hearing, if so requested by the individual, before a committee composed of five persons—four members of the Faculty, and a chairman appointed by the Chancellor who may but need not be a member of the Faculty—and said committee shall transmit its findings to the Chancellor and to the Chairman of the Board for consideration and action by the Board of Trustees or an appropriate committee thereof. Such a hearing may also be arranged when a faculty member makes a timely and specific claim, following completion of prescribed administrative procedures, that there has been unfair practice with reference to the terms and conditions of appointment, including failure to reappoint.

13. The Board of Trustees of the University may, upon due notice, terminate the services of any member of the Faculty because of a financial exigency that is demonstrably bona fide, subject to the right to a hearing as hereinbefore provided.

14. In counting a "year" of appointment or of tenure, particularly at the assistant professor level, a year is recognized if the appointment becomes effective on or before December 31, the midpoint of the University's fiscal year. In cases where the appointment becomes effective on January 1 or later, the remainder of the year is disregarded for this purpose and the next fiscal year is counted as the first year of appointment under the tenure rules stated above. (This interpretation is not retroactive.)

15. Tenure is held only by individuals who have full-time appointments.

16. Leaves of absence approved on or before June 30 do not interrupt the tenure record.

When at any time subsequent to June 30, 1973 a tenure stream faculty member is granted a leave of absence, the official letter of notification from the Provost shall state that the term or probationary appointment has been extended and that the period of leave will not be counted as a part of the term or probationary period of service. The minimum extension and period of noncounted service will be one academic term or semester, even though the leave was for a shorter period. An extension under this provision shall be limited to one academic year.

during the seven years a tenure stream faculty member may serve under this Appointment and Tenure Plan, provided, however, that if a faculty member who has been granted a leave of absence for reasons of study, research, or the like, is also granted a second leave of absence for reasons of illness or maternity, the cumulative time of such extensions shall be limited to two academic years.

The policy of not counting leave time as part of the term or probationary appointment can be abrogated by the Provost, if the Dean, Department Chairperson, and faculty member so agree, in writing.

An extension under this policy shall be made solely for the purpose of enabling the individual concerned to have an opportunity for evaluation substantially equivalent to that of persons not taking leave.

17. The foregoing Principles of Tenure shall not have retroactive effect upon tenure, rank, or status already achieved under applicable principles of tenure, and insofar as these principles change prior or existing principles of acquiring tenure, they shall have prospective application only.

18. Tenure is subject to the retirement rules which may be in effect at the time the individual reaches retirement age. The University may raise or lower this age at any time, and such change will be applicable to all members of the Faculty whose rank is covered by the change, except those who may already have retired. A retired person may be reappointed on a part-time basis, with his or her consent, where the University has special need for his or her services.

Faithful observance of the laws of the United States and of the Commonwealth of Pennsylvania and loyalty to the spirit of these laws are required of each member of the University Faculty and of all School Faculties, and of each of the other members of the teaching and administrative staffs.

Evaluation for Faculty Contract Renewal and Procedure for Review of Nonrenewal Decisions

The Provost has issued guidelines on the subject of the evaluation process for faculty contract renewal and review of nonrenewal decisions. The guidelines are the product of consultation with the University Senate, and incorporate in large part the comments and recommendations of the Senate Committee on Tenure and Academic Freedom. Copies of the guidelines may be obtained from the Provost Office.

Selection of Hearing Boards in Grievance Procedures

The procedure for selecting the membership of boards to hear certain faculty grievances as provided in item 12 of the preceding section entitled Appointment and Tenure Plan is as follows:

(a) The hearing board would be composed of four members of the faculty, and a chairperson appointed by the Chancellor who may but need not be a member of the faculty.

(b) Faculty members serving on a hearing board should be selected from the elected faculty on Senate Council.

(c) When a need to constitute a hearing board occurs, the President of the Senate will select twelve nominees to the board from among the elected faculty on Senate Council.

(d) The aggrieved faculty member and the administrator involved would each have four preemptory challenges against any of the twelve persons selected in (c).

Criteria for Appointment and Promotion

The University has established the following minimum criteria for each of the tenure stream ranks.

Additional criteria for appointment, promotion, and tenure have been developed by some schools, departments, and other academic units. Specific guidelines for promotion with tenure have been established by the Provost for those schools in the Provost area.

Instructor

The instructor should have a doctor's degree or provide evidence that he or she is successfully pursuing a doctorate, or an equivalent professional degree, and expects to receive it within reasonable time. In some technical fields, professional experience may bear considerable weight; in other areas teaching experience is essential. Reappointment depends upon satisfactory scholarly progress and a demonstrated interest in and ability to pursue an academic career. An instructor also should show a capacity for cooperation with his or her associates.

Assistant Professor

An assistant professor should evidence demonstrated teaching ability, substantial experience in advanced study and research, or professional experience of a kind which would enable him or her to make a comparable academic contribution. The assistant professor should possess a doctorate or equivalent professional degree. In rare instances, this requirement may be satisfied through accomplishments that can be considered a reasonable substitute for formal study at the doctoral level. He or she should exhibit promise of originality and excellence in some field connected with teaching, writing, research, or the creative arts and should have demonstrated ability in guiding and counseling students.

To be appointed or promoted to an assistant professorship, a person should be the type of individual the University may wish to promote to associate professor.

Associate Professor

An associate professor should have completed all formal academic preparation for a teaching career and have substantial experience in teaching, research, advanced study, or applicable non-academic professional experience. The person should show a capacity and will to maintain teaching effectiveness and the ability for continuing growth as a teacher, scholar, and member of his or her profession. He or she should also have progressed in attaining eminence in a scholarly or professional field.

An associate professor must display consistently mature performance in course and curriculum planning, guiding and counseling students and younger staff members, and participation in the activities of the University.

Professor

The rank of professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning, and demonstrated achievement in effective teaching. The professor should have attained superior stature in his or her field through research, writing, professional practice, leadership in professional and learned organizations, or in administrative service.

Joint Appointments

Institutional policy encourages the appointment of individuals to the faculties of two or more schools, or departments, concurrently. Such appointments might be in interdisciplinary or interprofessional teaching and research programs, between professional schools and a department of the Faculty of Arts and Sciences, or between one campus of the University and another.

20

The concurrent appointment of individuals to the faculty of the University of Pittsburgh and the faculty of another institution of higher education is also encouraged. Such an arrangement benefits both the institutions and the faculty member in many ways, not the least of which is the mutual ability of the institutions to support a full-time appointment in an area so specialized that neither institution would be capable of such support alone. In such cases, specific approval by the Provost is required.

In making joint appointments there is a need to clarify such matters as primary administrative jurisdiction, criteria for promotion and salary increases, tenure, and budget allocations. In order to avoid misunderstandings and conflicts of interest, the following principles apply to joint appointments:

1. The appointment documents shall state clearly the primary department and/or school in which tenure is held; where primary responsibility rests for the individual's professional development, salary increases, promotion, research and teaching assignments; and the extent of responsibility, if any, of the other departments and schools in which he or she holds an appointment in regard to these same matters.

2. The department or school having secondary interests in the individual shall be consulted on pertinent details of the original appointment. Such department or school, if it desires to make a joint appointment, shall obtain the approval of the Provost or the Vice Chancellor of the Health Professions before a joint appointment is offered. Similarly, in such matters as faculty development; evaluation; reappointment, promotion; and distribution of time for teaching, research, or administrative duties, the department or school involved in the secondary appointment shall be consulted and actions taken in accordance with the responsibilities specified in the appointment documents. If the secondary department or school provides a portion of the salary, it shall be consulted on salary recommendations. All parties to each recommendation should sign the Employee Record or Appointment and Special Action form, and any agreements incident thereto should be filed in the personnel folder. No group should presume to speak for another in the arrangement of these matters.

The bulletins of all departments or schools in which an individual holds an appointment shall list him or her as a faculty member.

3. Tenure will be held only in the department or school in which the faculty member is expected to make the primary professional contribution. (Tenure cannot be promised nor given except by the Chancellor of the University. Permanent tenure, once granted, is an institutional commitment. If, for reasons which are no fault of the individual, the position in the unit where tenure is held should become superfluous, tenure may be transferred by negotiation to another department or school when such transfer is possible and acceptable to the appropriate administrative officers.)

4. The primary assignment is indicated by the first title. For instance, an individual with tenure in the Department of Sociology might have an appointment as Associate Professor of Sociology and Associate Professor of Social Work. Whenever possible, appointments in professional schools of persons whose field is primarily in one of the academic disciplines should be joint appointments. Where the primary appointment is in the professional school, the primary title should include the name of the professional school, e.g., Professor of Business and Professor of Psychology. In special cases in which a disciplines person is to be appointed in a professional school and a joint appointment in the disciplines department is not possible, a title should be used, if possible, which combines an aspect of the profession with the disciplines involved. Examples of such titles are the following: Professor of Managerial Economics (in the Graduate School of Business), and Professor of Public Health History (in the Graduate School of Public Health). The titles used in such special cases shall be approved by the Provost, in consultation with the appropriate dean.

5. Every effort should be made to insure that an individual with a joint appointment holds the same rank in all faculties. When this is not feasible, the secondary rank should not be higher than the one in the primary department or where tenure is held. The secondary unit should give the same scrutiny and apply the same standards for its secondary appointments as it would in making a primary appointment.

6. Joint appointments should be terminated if they lose their intended appropriateness. Changing interest on the part of the individual, changing need in a department or in an interdisciplinary program, the gain or loss of research contract, or some other factor may reduce the significance of a joint appointment. It is to everyone's advantage to keep appointments on an actual working basis. They should never be continued after their usefulness is ended.

To encourage the application of this policy, no joint appointment shall be made for longer than three full academic years. At least six months before the end of the appointment, the dean of a school or the department chairperson where a secondary appointment is held will initiate a reappointment action. If none is forthcoming, the joint appointment automatically lapses at the end of the appointment. If a recommendation for reappointment is made, all deans or department chairpersons and the faculty member involved shall be consulted before the joint appointment is renewed.

7. Professional persons who hold University staff positions may be appointed to the faculty with academic titles and with tenure in academic departments or schools, or with the terms of adjunct or research in their titles, or as lecturers. They may also be engaged for occasional lecturing and consulting without formal appointment.

8. A teaching assignment outside a faculty member's primary department or school does not necessarily require a joint appointment, nor does the offering of a course in one department or school to which the students of another department or school are admitted require that the instructor hold a joint appointment in both departments or schools.

9. It is the spirit of these policies that only joint appointments that are joint in practice as well as in name are desired. A joint appointment should be made only when the individual plans to participate in each of the faculties in which he or she will have an appointment. Participation may involve teaching, research, attendance at faculty meetings, acceptance of administrative assignments, and other such functions.

Faculty Development Program

The development of an academic career is a highly individual matter in direction, level of aspiration, and rate of progress. The University supports and rewards academic achievement. Its comprehensive faculty development plan helps create a situation favorable to the maximum development of the University's most essential resource – the faculty.

The program is designed to produce:

An environment in which the faculty will grow professionally.

Full acceptance and understanding of the University's high standards and their interpretation and implementation in scholarly areas.

Maximum faculty participation in developing, interpreting, and implementing these standards.

A framework within which a faculty member will consciously strive to improve his professional qualifications and seek appropriate recognition.

Encouragement to younger teachers by making the means of their advancement more explicit.

A mechanism for harmonizing personal career goals and departmental program objectives, and for recognizing the contributions of individuals toward the realization of departmental objectives.

More systematic recruitment by providing a record of present strengths and undeveloped talents of the faculty, and by providing candidates with more information about the opportunities inherent in their employment.

A means for recognizing attainments of the faculty as a whole, as well as of the individuals who comprise it.

The department chairperson, or in smaller schools the dean or campus president, is important in several facets of this development program, including:

Interpretation of the University's standards.

Explanation of departmental objectives.

Assisting the individual in the formulation of plans for his or her progress.

Providing encouragement and obtaining resources essential to realization of plans.

Periodic appraisal and guidance of the individual relative to his or her progress and departmental objectives.

Recognition of the level of aspirations and progress through recommendations and other actions.

The individual's role in this program is paramount because it concerns personal aspirations, the person's short-term and long-range plans for teaching, research, travel, writing, and other aspects of professional advancement; and the resources that he or she believes should be provided.

In making decisions on advancement, department chairpersons, deans, and campus presidents examine a number of factors. Among them are: leadership ability, the quality and ambitiousness of the individual's goals and their importance to departmental development, and evidence of progress in relation to enabling activities.

The deans and campus presidents annually consult with department chairpersons on faculty advancement. Deans and campus presidents also have responsibility for identifying people who meet the criteria for permanent faculty, those capable of further development, and those of lesser value to their department.

The Provost or Vice Chancellor of the Health Professions act on the deans' and campus presidents' recommendations for faculty advancement in salary or rank. However, promotions and appointments to the ranks of associate professor and professor and those involving tenure must be approved by the Chancellor.

The Chancellor bears primary responsibility for guidance in setting and implementing uniformly high standards for the faculty. In this task, he draws upon the experience of the University Senate, his administrative staff, the Board of Visitors, Provost, and Vice Chancellor of the Health Professions. He also receives information and opinions through committees operating at every administrative level to review and refine the faculty development program's objectives; the criteria for appointment, promotion, and retention of teaching personnel; the means for encouraging faculty growth; and the commitment of supporting funds and facilities. Because of the importance of this program to careers of faculty members, they are significantly represented on all these committees.

Sabbatical Leave

Sabbatical leaves are awards available to senior members of the faculty who submit convincing evidence of conducting scholarly endeavors on released time which will advance their own professional standing and, upon their return to the University, enrich their teaching and research. Because many faculty members are interested, eligibility is generally limited to associate or full professors with twelve terms of full-time service.

Sabbatical leaves may be approved for either a full appointment year at one-half salary, or one-half the appointment year at full salary. The annual vacation of faculty on twelve-month appointments who choose a full appointment year at one-half salary is included in the sabbatical leave.

Individuals released for sabbatical leaves should not accept teaching assignments at other institutions, although exceptions may be made in the case of foreign universities.

There are no fixed quotas by divisions, schools or departments. However, the granting of a sabbatical leave depends on the availability of funds and the department's ability to maintain necessary teaching schedules, either by reallocation of work among other staff members or through temporary replacements.

Sabbatical leaves are approved by the Chancellor. Applications should be forwarded to the Provost before December 1 of the year preceding the desired period of leave. Each application should include a prospectus of the projected scholarly activity, the period of time, and carry the endorsements of the appropriate department chairperson and dean or campus president.

Leave of Absence

Two types of leaves of absence are recognized. One is to study, conduct research, travel in connection with study or research, or hold a temporary appointment which can enhance the stature of the faculty member in the University. The other type is for reason of illness or maternity. Leave of absence shall not, of itself, prejudice a faculty member's salary.

Leaves of absence approved on or before June 30, 1973, do not interrupt the tenure record.

When at any time subsequent to June 30, 1973, a tenure stream faculty member is granted a leave of absence, the official letter of notification from the Provost shall state that the term or probationary appointment has been extended and that the period of leave will not be counted as a part of the term or probationary period

of service. The minimum extension and period of non-counted service will be one academic term or semester, even though the leave was for a shorter period. An extension under this provision shall be limited to one academic year during the seven years a tenure stream faculty member may serve under this Appointment and Tenure Plan; provided, however, that if a faculty member who has been granted a leave of absence for reasons of study, research, or the like, is also granted a second leave of absence for reasons of illness or maternity, the cumulative time of such extensions shall be limited to two academic years.

The policy of not counting leave time as part of the term or probationary appointment can be abrogated by the Provost, if the dean or campus president, department chairperson, and faculty member so agree, in writing.

An extension under this policy shall be made solely for the purpose of enabling the individual concerned to have an opportunity for evaluation substantially equivalent to that of persons not taking leave.

A faculty member applying for leave without pay shall submit a written request and carry the endorsements of the appropriate department chairperson and dean or campus president. Such request shall specify the period of time and the reason for such request.

Leaves of absence are approved by the Provost and the request should be forwarded to the Provost before December 1 of the academic year preceding the desired period of leave.

Length of Appointments

Full-time faculty appointments are for either twelve months, two terms, nine months, or ten months. The length of service of a faculty member appointed for two terms, nine months, or ten months encompasses the calendar period of the appointment plus whatever time may be necessary before the start and after the end of the period for preparation, grade reporting, or other work related to that of the term itself.

New or present faculty on a two-term, nine-month, or ten-month appointment may elect to receive their contract salary over twelve months beginning in September. Once an election is made, no change in the method of payment can be made during the course of the academic year.

26

Part-time Faculty

Part-time members of the faculty are usually appointed for one academic term. The nature and extent of the duties and salary, if any, of persons appointed to these positions vary among the schools of the University. No right of tenure accrues to any person appointed to such position regardless of title, rank, or cumulative length of service.

Part-time faculty members are covered under the Workmen's Compensation Insurance Program. Those part-time faculty receiving at least $100 per month are eligible to participate in Blue Cross-Blue Shield Insurance Program.

Vacations

Deans, directors, department chairpersons, faculty, professional librarians and research associates on twelve-month appointments are entitled to a one-month vacation each year. Holidays during a vacation period are not counted as days of vacation. Vacation benefits are not cumulative from one year to the next and faculty cannot choose to receive pay in lieu of vacation benefits.

Faculty holding less than a twelve-month appointment, or who work part-time, do not earn vacation benefits.

Faculty who are on vacation during the normal pay date must make arrangements with their department or school as to the disposition of their paycheck. Checks will not be issued in advance of the normal pay date.

Spring Term Faculty Compensation

Faculty members with a two-term appointment may be asked to teach in the spring term or sessions. Teaching appointments for the spring term or session are on a firm basis and are not contingent upon enrollment. Spring term and session salaries are paid on a per credit basis.

In instances where a two-term appointee has administrative, research, or sponsored program responsibilities during the spring term, some upward salary adjustment may be made. In no case, however, is anyone, regardless of the extent of non-teaching activities in the spring term, to be paid more than 50 percent of the two-term salary. Individuals employed for only one session in the spring term may not be paid more than 25 percent of the two-term salary.

Spring term and session appointments are paid in accordance with the conditions of the appointment with the following schedule:

Spring Session—One paycheck in May

Summer Session—One paycheck in July

Spring Term—Three paychecks (May, June, and July)

Overload Pay

It is University policy to keep overload teaching and other responsibilities assigned on an overload basis to a minimum. The allowable overload payment in an academic year may not exceed 25 percent of the contract salary.

Paychecks

Paychecks are delivered through the departmental offices on the last working day of each month and cannot be issued prior to the normal pay date. Paychecks are subject to the deductions authorized by the individual or required by law. Presently, the University is required to deduct for federal income tax, state personal income tax, social security tax, a $10 per year occupation tax, and a one percent local tax if the person resides in the City of Pittsburgh or in other municipalities where the University is located.

Persons living in suburban communities shall file a Pittsburgh local tax exemption certificate (Form WTEX) or other municipality tax exemption certificate which may be obtained from either the Payroll Office, Regional Campus Office, or the University Benefits Office. In such cases, the payment of the local tax is the responsibility of the employee.

Moving Expenses

The University may reimburse new faculty members for moving their personal and household belongings, subject to the limitations of the schedule set forth in the Standard Practice Instruction Manual (S.P.I. 1 16). Reimbursement is based on an itemized invoice furnished by the mover and includes the cost of packing, storage, insurance and transportation. Moving expenses do *not* include personal travel, motel bills, or meals. These are not reimbursable.

Military and Jury Duty

If you are called to serve a term of jury duty or if as a member of the guard or active reserves are going on temporary military service, the department chairperson, dean, or campus president should be notified as soon as possible.

The individual will be compensated the difference between military or jury pay and his or her regular University pay.

A leave of absence will be granted for military training in the guard or reserve without sacrifice of vacation time. The University does not permit pay in lieu of vacation, but you may receive your vacation pay if your vacation and temporary military service are simultaneous.

Textbooks and Supplies

Faculty members are advised in writing of the due dates for requisitioning textbooks and supplies. The responsibility for ordering texts and classroom supplies is vested in the University book centers and regional campus bookstores; faculty members must not order directly from the publisher.

By observing the following guides, faculty can assist the book centers in providing good service in both texts and supplies:

1. Complete all portions of the requisition (PITT BA-702); be sure to indicate which books will be used again and in which term their use is contemplated.

2. Indicate as carefully as possible the enrollment anticipated for the course.

3. Return completed requisitions by the date requested.

The book centers buy and sell used books as well as new ones. Timely preparation of requisitions enables the stores to pay maximum prices to students for their used books.

Publishers feel that the granting of desk copies to faculty is their privilege. Requests should be made directly to publishers on departmental stationery.

Resignation

Mobility of faculty members among colleges and universities is desirable in higher education. The departure of a faculty member, however, requires changes within his or her institution and may entail major adjustments on the part of colleagues, the administration, and students.

The University subscribes to the applicable standards of the Association of American Colleges. Insofar as the individual's actions are concerned, the following standards prevail:

A faculty member who has been approached with regard to another position should inform the department chairperson or dean or campus president when such negotiations are in progress. When a faculty member concludes an agreement to accept an appointment elsewhere, the department chairperson or dean or campus president should receive prompt written notice. If accepting other employment as of the end of an academic year, he or she should resign not later than May 15 of that year. The individual should not vacate a position during an academic year for which he or she holds an appointment, except by agreement with his or her department chairperson or dean or campus president.

Retirement

The current retirement age for faculty members, the teaching staff, professional librarians, and research associates as established by the trustees is 70. The Chancellor is authorized, in exceptional cases, to continue appointments on a year-to-year basis after age 70. It is policy to relieve individuals of administrative assignments, such as deanships, directorships, campus presidencies, and departmental chairpersonships at the end of the term following the 65th birthday. The individual may continue as a faculty member until age 70.

Faculty members who want to retire at age 65 or earlier may sign an agreement with the University after the 55th birthday fixing the intended date of retirement as not later than July 1 of the academic year nearest the 65th birthday. The individual's contribution to TIAA-CREF will be increased from 7½ percent to 10 percent and matched by the University. There will be no further University contributions after the scheduled retirement date, even though the faculty member may elect to extend his service past the indicated retirement date.

A retirement transition benefit option is available under which a retiree, at the time the individual's annuity begins, can receive in lump sum up to 10 percent of his or her accumulations in TIAA-CREF, and thus reduce his or her annuity income up to 10 percent providing he or she is at least 55 years old and the last institution contributing to his or her annuity has approved this option.

Emeritus Recognition

By action of the Board of Trustees, full-time professors or associate professors who retire receive the emeritus title and certificate. Certain privileges accompany the emeritus title: continuation of University Senate membership on a non-voting basis, inclusion in faculty lists printed in University school bulletins, and invitations to attend appropriate University functions.

Advanced Degrees

No person holding the rank of professor or associate professor at the University of Pittsburgh will be admitted to an advanced degree program in any part of the University.

Under special circumstances, the Provost may make exceptions to this policy, provided that (1) the person already holds the advanced degree appropriate to his or her academic rank, and (2) seeks a second advanced degree in a school other than that in which he or she holds the appointment.

This regulation covers only the awarding of advanced degrees. It is not meant to prevent members of the University faculty from taking courses for credit, here or elsewhere.

Holidays

University offices are closed in observance of these legal public holidays:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

In addition, the University holiday schedule includes:

The day after Thanksgiving

Christmas Eve

Great Americans Day,
third Monday of February

On the advice of the University senate, the Chancellor may also designate other dates commemorating extraordinary contributions of outstanding individuals.

Traditionally, the University also recognizes special obligations of members of the University community in selected instances where attendance may conflict with religious beliefs. On such dates, students should not be penalized for absences. Primary examples of such occasions are Rosh Hashanah and Yom Kippur.

Academic Calendar

Copies of the University of Pittsburgh Academic Calendar are available in the Office of the Secretary of the University. The academic calendar applies to all undergraduate, graduate, and professional programs except those in the Schools of Dental Medicine, Law, and Medicine. Dates affecting only these Schools may be obtained from the appropriate dean's offices.

Faculty Identification Cards

Faculty identification cards will be issued for all full-time and part-time faculty, professional librarians, research associates, and chaplains.

ID card applications may be obtained at either the Faculty Records Office or the ID Card Office. After verification by the Faculty Records Office the faculty member takes the application card to either the ID Card Office, G-19 Cathedral of Learning, or the Office of Student Records, M-218 Scaife Hall, where a photograph is taken. A temporary card is issued which expires when the permanent card is received.

Regional campus faculty may arrange to obtain ID cards by contacting the campus personnel office.

Faculty who have temporary appointments for ninety days or less will be issued Temporary Faculty ID cards.

In addition to providing general identification, the ID card is used for services such as book charging in University Libraries, cashing checks, using recreational facilities, and establishing a charge account at the University Bookstore, or an account at the Credit Union.

In the event of a lost ID card a $5 fee will be charged for the replacement. Since these cards are the property of the University of Pittsburgh and are not transferable, they must be returned to the department chairperson, dean, or campus president upon termination from the University.

Faculty Spouse and Child Identification Cards

Faculty spouse and child identification cards may be obtained by presenting the faculty member's ID card to either the ID Card Office, G-19 Cathedral of Learning, or the Office of Student Records, M-218 Scaife Hall. A hard plastic faculty ID card with a yellow stripe and "Faculty" imprinted is issued to the spouse and children of faculty members. The name of the recipient is embossed on the card and the person's relationship (faculty husband, wife, son or daughter). No photograph is taken. These cards are issued for twelve months and may be renewed.

At the regional campuses, arrangements for obtaining ID cards may be made by contacting the campus personnel office.

In the event of a lost ID card a $5 fee will be charged for the replacement. Since these cards are the property of the University of Pittsburgh and are not transferable, they must be surrendered to the employer upon termination from the University.

Faculty Responsibilities

Unavoidable Absences

A faculty member should report to his or her dean, campus president, or department chairperson any unexpected development that will prevent his or her meeting a class or other such appointment. An approved substitute must be provided or appropriate notice given to the student group at the beginning of the class period.

Preferably, the individual should recommend his or her own temporary substitute. If no other arrangements can be made, a message should be delivered to the class no later than the time a class which cannot be met is scheduled to begin.

Student Absences

There is no general University policy for class attendance. However, some schools of the University have developed their own policies in this matter. Some instructors keep a careful record and others do not on the assumption that the student should be mature enough to make his or her own decisions. Individual students and instructors exercise freedom of choice in the matter of class attendance. For a prolonged absence or illness, the student or the student's family should notify the instructor and dean or campus president.

Academic Integrity

Faculty members have the responsibility of encouraging free inquiry and free expression and for maintaining conditions conducive to learning. Their evaluations of student work are based on evidence of independent work, mastery of the course material, and demonstrated ability to think clearly.

Each faculty member should present a positive statement of what is expected of the student in terms of assignments, methods of study, course requirements, and should mention any penalties for dishonest conduct.

The Chancellor has requested each school or faculty to establish appropriate procedures to deal with violators of academic integrity and provide due process to all parties involved. Copies of these guidelines are available on request.

Office Hours

The posting of office hours on the office door by faculty members is a courtesy and major convenience to students.

Most administrative offices are open from 8:30 a.m. to 5:00 p.m., Monday through Friday. A few offices, such as the School of General Studies, have longer schedules.

Outside Professional Service

To aid in the solution of urgent problems, the University recognizes an obligation to make available to government, business, labor, and civic organizations the special knowledge and intellectual competence of its faculty members. It also recognizes the potential value, both to faculty and to the University, which outside employment may offer a faculty member by acquainting the individual with the organizations in which his or her students may eventually be employed.

However, certain limits—for the protection of the interests of all parties concerned—should be observed.

1. The individual must ensure that such outside interests do not conflict with responsibilities assigned him or her within the University, do not lead to fundamental conflicts of interest, and do not commit him or her to partisan interests which might interfere with personal objectivity in teaching or research.

2. The individual must make sure that the name, property, and facilities of the University are not used in the work for which he or she received personal payment.

3. As the primary responsibility of the professor is obviously to his or her own institution, the time given to outside activities should not exceed one day per week.

4. The individual should make sure that fees for outside work are commensurate with his or her professional standing.

Upon application, individuals may receive permission from the department chairperson and dean or campus president to give limited amounts of time to agencies outside the University and to receive remuneration for such work on the basis indicated above. The application should state the approximate amount of time to be given and the amount of money to be received, describe the work to be done, and indicate that the outside work will not impair the time and energy the individual devotes to his regular University duties.

Some of the professional schools have adopted more restrictive policies. These policies vary from prohibiting outside earnings, to requiring that earnings be shared with the school, and to limit earnings to a percentage of the University salary.

Professional Service

Although arrangements may differ from school to school, the usual understandings are as follows:

1. Ordinarily a course taught in another department or school, which is also open and relevant to the interests of students of the department or school of which the instructor is a member, is provided without extra compensation or transfer of funds. The course is considered in determining the instructor's work load.

2. Occasional assistance in regular courses offered in other parts of the University by giving a lecture, serving as a resource person, or substituting when the regular instructor cannot be present carries no extra remuneration.

3. Likewise, no compensation is provided for assistance of this same type regarding special programs conducted by a department or school as a part of the University's program but where no income is available for instructional services. This particularly applies to visits of educational exchange groups.

4. Short-term contract programs and other special undertakings on a self-financing basis for which intensive preparation is required ordinarily carries compensation, either to the department or school providing the instructor or to the individual, as worked out by the deans or campus presidents concerned.

University Policy on Patents

1. *General*

Research is recognized as an integral part of the educational process to generate new knowledge, encourage the spirit of inquiry, and develop scientists, engineers, and other scholars. As a result of such research, new discoveries and inventions may be made by staff, faculty members, and students of the University, which could have material commercial value and which could contribute significantly to scientific, technological, social, and cultural progress. In the best interests of the public, the inventor, the University and—under certain circumstances—the government, these accomplishments should be patented. Specifically, new discoveries and inventions should be patented for any of the following reasons:

to encourage invention and insure adequate rewards for the inventor;

to fulfill the terms of any research grant or contract;

to insure protection and control in the public interest;

to generate income by the University for education and research;

to provide the commercial and scientific advantages resulting from the development of useful articles and processes.

The faculty members, staff, and students of the University are encouraged to evaluate the results of their research activities in terms of potential commercial value, the public interest, and the regional and national economy. Research programs culminating in patentable discoveries and inventions are not normally extended. It is recognized, however, that there are occasions when further research activity may be necessary to provide protection and control in the public interest, or to realize the commercial potential of the discovery or invention. In such instances, the University Advisory Committee on Patents, with the approval of the Chancellor, decides whether to provide or seek such additional support as may be required.

Certain discoveries and inventions resulting from University research may not be patentable but may have material commercial value or potential as revenue producers. These accomplishments are subject to the same University policies as any patentable invention and will be considered by the University Advisory Committee on Patents on an individual basis.

The University of Pittsburgh has a responsibility to contribute to the regional and national economy. Research and research accomplishments are among the areas in which this University can make a substantial contribution. New industries are created by new technologies which often emerge from new research. New and beneficial means must be found to relate the educational and research complex to the research activities of corporate enterprise. Scientists and entrepreneurs must be brought together in a relationship of mutual advantage.

II. *Title to Patents*

A. Patent rights resulting from research activities carried on by staff, faculty members, or students of the University in projects supported entirely or largely by University resources are assigned to and controlled by the University. The inventor will normally receive 15 percent of the gross financial returns from the sale or exploitation of such patents. Under certain circumstances and conditions, as determined by the University Advisory Committee on Patents and with the approval of the Chancellor, the inventor may be awarded a larger percentage of the gross financial returns.

B. Patent rights resulting from the personal and independent research of University faculty members, staff, or students, with little or no use of University resources or support, are the property of the inventor. Deans, campus presidents, and department chairpersons determine the extent to which University resources and support were used.

C. Patent rights resulting from research carried on by a student in fulfillment of requirements for an academic degree, including the preparation of a thesis or dissertation, are construed as making use of University resources and shall be subject to the provisions of Section A above.

D. Patent rights resulting from government-sponsored research grants, contracts, fellowships, or other such arrangement, are controlled by the terms of those agreements. Faculty members and staff accepting government-sponsored research will execute such agreements as will enable the University to conform with the mandatory requirements of the sponsoring agencies.

E. Patent rights resulting from the research grants or contracts of non-government agencies or sources normally are subject to provisions of Section A above. Under certain circumstances and conditions, the University Advisory Committee on Patents, with the approval of the Chancellor, may authorize a modification of these provisions on an individual basis.

III. *The University Patent Policy Committee*

The University Advisory Committee on Patents reviews and subsequently recommends to the Chancellor a course of action considered to be in the best interests of the University. Recommendations are made within two months of the date on which an invention or discovery is brought to the Committee's attention.

The Committee is composed of four members and a chairperson, appointed by the Chancellor.

IV. *Publication*

All publication rights relating to sponsored research are reserved by the University for itself and its faculty members, staff, and students, subject to the following conditions:

A. Publication may be withheld for a maximum period of six months, if required for the filing of a patent application. The sponsoring agency is expected to use its efforts to expedite such application;

B. Any patent or commercial product mentioned in a publication may not be referred to by its trade name without the consent of both the University and the sponsoring agency;

C. The University, on request submits any publication to the sponsoring agency before printing, and considers any recommendations made by the sponsoring agency. However, the University makes the final determination as to the form, scope, and content of such publication.

V. *Management of Patents*

Inventions and discoveries resulting from University research are administered and controlled in a manner determined to be in the best interests of the public, the inventor, and the University.

The University has an agreement with the Research Corporation under which the Corporation acts as a patent management agent for the University and its staff members and student body if so requested.

Research and Other Sponsored Projects

Proposals requesting support from outside agencies for sponsored projects must be reviewed by various University offices. No proposal may be submitted without University review and signature of the department chairperson, the dean or campus president, and the Comptroller's Office. Interdisciplinary proposals would require additional approvals and signatures of the Provost and the Vice Chancellor of the Health Professions.

Budgets and supporting detail of the proposal must be reviewed and the required Research Budget Request form (PITT BA-112) completed and approved in the Research Accounting department of the Comptroller's Office prior to obtaining the required signatures. The time required for review in the Comptroller's Office is a minimum of three days.

Research Accounting will provide assistance in budget questions and furnish details as available related to particular sources of funding. Administrative matters regarding sponsored projects, fiscal negotiations, related correspondence, awards, and financial reports are to be referred to the Comptroller's Office.

Commencement

There is one University-wide commencement held at the end of the winter term. All faculty members are expected to participate in the processional in academic regalia. It is the responsibility of the faculty member to provide his or her own academic robe and appropriate hood.

Student Code of Conduct and Judicial Procedures

The Student Code of Conduct is the product of the combined efforts of the administration, faculty, and students and is approved by the Board of Trustees.

The code delineates non-academic standards of conduct appropriate to the University in consonance with its educational goals. Academic standards of conduct are established by faculties of respective schools.

The Student Code of Conduct applies to all undergraduate, graduate, and professional students registered at the University of Pittsburgh.

A copy of the code may be obtained from the Vice Chancellor for Student Affairs.

Professional Resources

Libraries

The University of Pittsburgh Libraries maintain collections totaling more than two million volumes including microtext. The Library system is centered administratively around Hillman Library and includes twenty branch and associated library units serving individual schools and departments. Library units also are maintained on each regional campus.

The main library building, which honors John Hartwell Hillman, Jr., opened in January, 1968. The $12,000,000 structure has a basic stack capacity of more than 1,250,000 volumes and 2,050 reader seats.

Located on the Ground floor are most of the general service departments such as reference, lending services, documents, the Human Relations Area Files, maps and microtexts, and the Communications Center where new and experimental aids to learning and research are designed. The first floor houses a completely self-contained undergraduate library where a student may obtain most of the books, journals, and other materials required to complete course work. A reserve book collection for undergraduates is located on the second floor. The first floor also houses the Alldred browsing room, which contains a collection designed to serve the extra-curricular reading interests of the entire University community, and the Stark Listening Center with recordings and tapes of the spoken word and selected music. Here, too, is located the Afro-American collection that includes works written by and about Americans of African descent and studies dealing with black citizens of African nations.

The two upper floors of the Hillman Library contain the major research collections of the University. On the third floor is the Special Collections Department which acquires and maintains rare books, manuscripts, archives and such special works and study collections as Hervey Allen, Rinehart, Winkler, Society of Industrial Archives, Pitt Archives, Curtis Theatre, and the Bernard S. Horne Memorial Collection of Izaac Walton's *The Compleat Angler*.

For many years, the Library has been a depository for publications issued by the United States Government. The Library has received most of the publications of the United Nations and associated international agencies since 1960 and recently has started acquiring Pennsylvania documents. All of these are arranged by special classifications and are serviced by the documents librarian on the ground floor of Hillman Library.

There are 75 individual faculty studies located on the third and fourth floors of Hillman Library. Many individual study carrels are provided for the convenience of graduate students. Separate rooms for typing, smoking and group study are available.

Library Services

Library services—designed to meet specific needs of the University faculty—include preparation of bibliographies and book lists, arrangements for inter-Library loan via teletype, photocopy service at minimum charges, and presentation of lectures to individual classes concerning library services. The University is a member of the Center for Research Libraries which makes available uncommon materials on many subjects. The inter-library loan librarian has a catalog of their holdings and can order materials via teletype for prompt delivery. The Library is also a member of the Union Catalog of Pennsylvania located in Philadelphia. Inter-library loan requests are teletyped to the Union Catalog to determine which Pennsylvania libraries hold the desired titles, thus expediting the borrowing of materials.

The Communications Center facilitates teaching and learning through professional systems designed to meet high technical standards. The Departments of Instructional Development, Audio-visual Services, Graphic Design and Instructional Production share the responsibility of meeting faculty needs. Of prime concern to the Instructional Development Department is the planning of media-centered instruction. A systems-oriented staff is prepared to aid faculty members in the design and development of course materials. The Instructional Production Department has been created to help faculty members with programming and production. Both portable and studio television equipment are available.

Twenty departmental and associated libraries at the University of Pittsburgh serve the various schools, departments and special agencies. The following descriptions merely outline the focus of each collection.

Departmental Libraries

The *Allegheny Observatory Library* concentrates on astronomy, astro-physics and allied fields. It contains an outstanding collection of star photographs. The *Chemistry Library* reflects the research interests of that department. Chemical Condensates, a current awareness and retrospective computer search service, is available. The *Collection in Regional Economics Library* contains published and unpublished data in regional and urban economics and demography. The *Department of Computer Science Library* subscribes to 100 professional journals and maintains a collection of machine manuals. The *Darlington Memorial Library* is largely devoted to the Colonial period in America through the Revolution and the War of 1812 with emphasis on Western Pennsylvania. Many rare books and fine atlases from the 15th through the 20th century are here. The *East Asian Library*, located in Hillman, supports chiefly the area studies of China and Japan. It is particularly strong in 19th century China. The *Henry Clay Frick Fine Arts Library* collections in art, architecture and sculpture support research in art history. Of particular interest are oriental books and replicas of scrolls and materials covering the Byzantine, early Christian, Medieval and Renaissance periods. *Langley Library* serves the biological sciences, biochemistry, biophysics, earth and planetary sciences and

psychology departments. The *Mathematics Library* is primarily a graduate study and research collection for advanced mathematics. The *Music Library* is a research facility containing reference books, printed music, manuscripts, microfilms, periodicals, and recordings. The *Physics Library*, besides books and periodicals in physics and allied areas, includes documents from the National Bureau of Standards, the U.S. Air Force, U.S. Atomic Energy Commission, and the Smithsonian Institute.

Professional School Libraries

Bevier Engineering Library in the Benedum Hall of Engineering contains books, journals, government documents, and technical reports to support the various fields of engineering taught at the University. It has several automated information retrieval programs. The *Graduate School of Business Library's* volumes, periodicals, newspapers, corporation reports, and government documents primarily support the curricular and research needs of the Business School. The *Graduate School of Library and Information Science Library* houses material on subjects related to library science and information retrieval. It also has a fine historical collection of children's literature. The *Graduate School of Public and International Affairs Library* represents the School's four main areas of concentration: economic and social development, international affairs, public administration, and urban affairs. The *Graduate School of Public Health Library* contains books and journals necessary for the teaching and research interests of the School as well as publications in the general fields of public health. The *Buhl Library of Social Work* is located in Hillman Library. Room 206 contains the core collection of materials supporting the social work curriculum which includes journals, books, and pamphlets. Additional social work volumes are housed in the general Hillman collection and the catalog cards for these books are marked "SSW" or "AP SOC SCI." The *Maurice and Laura Falk Library of the Health Professions* includes collections for the Schools of Medicine, Dental Medicine, Pharmacy, Nursing, and related scientific fields. It has a direct line to the National Library of Medicine, from which computer-compiled bibliographies can be obtained, formulated to the user's needs. The *School of Law Library* includes substantially all reported decisions of the U.S. Supreme Court, textbooks, periodicals and digests, encyclopedias, annoted reports, Pennsylvania Law, and a good collection of British, Canadian and related material, basic works on international law and the Common Market, among others. The *Western Psychiatric Institute and Clinic Library's* collections cover the various fields of psychiatry, neurology, clinical psychology and mental hospital administration. It also has materials in the other behavioral sciences.

Pittsburgh area libraries open to scholars for specialized study include those maintained by Allegheny County (Law), Carnegie Library of Pittsburgh, Historical Society of Western Pennsylvania, Pittsburgh Theological Seminary, and United States Bureau of Mines. Through membership in the Pittsburgh Regional Library Center, cooperative arrangements have been developed between the University and neighboring institutions, including Carnegie-Mellon University and Duquesne University, to provide supplementary borrowing and research privileges.

Computer Center

The Computer Center services all academic and research programs from its new facilities in RIDC Park, an industrial park approximately ten miles from the campus. A faculty executive committee provides direction for use of the facility. Access to the computing services is available from numerous sites on campus or by telephone. These sites have both remote batch and time-sharing terminals and are connected via micro-wave to the main facility. The principal on-campus facility is located on the first floor of Engineering Hall.

The center currently operates a large dual processor DEC System-10, utilizing two of the most powerful processors available from Digital Equipment Corporation. The system features both time-sharing and batch operation, in a fully compatible mode, as well as a large common file system.

In addition to providing computing capability, the center develops general purpose support for other academic activities, recently including special purpose languages and a computer-assisted instruction package, CATALYST.

Applicants for computer use must fill out, in duplicate, copies of the "PDP-10 User's Application" and "PDP-10 User Number Application." These forms are available at the site in Engineering Hall. Instructors wanting a project number for their class will fill out the application for the entire class. Applications for users and usage numbers are generally approved within three days. The user is assigned an identification number which is always employed to log-on to the computer. This way, all user time is accountable to his or her department. The user identification number also regulates the location and size of disk and memory storage areas.

As an aid to users of the University computing facility, the Computer Center periodically offers special-purpose, noncredit seminars on various aspects of computer usage.

READOUT, the newsletter of the University of Pittsburgh Computer Center, is published regularly to provide a systematic method of disseminating service oriented information.

USER'S GUIDE functions in combination with READOUT as an up-to-date source of information. It documents the equipment and associate programs which are available and outlines the procedures for their use.

University of Pittsburgh Press

As the scholarly publishing arm of the University of Pittsburgh, the University of Pittsburgh Press publishes 25 to 30 books per year in health, the humanities, and the social sciences. It is particularly strong in anthropology, bibliography, community health, history, literary criticism, philosophy, poetry, political science, sociology, and Latin American studies. The Press does not attempt to represent every area of the University.

In some areas the Press's books are published in series. Thirty-two books have been published to date in the Pittsburgh Poetry Series, including six that won the annual United States Award of the International Poetry Forum. The Pittsburgh Series in Bibliography features definitive descriptive bibliographies of American and Anglo-American authors of the nineteenth and twentieth centuries, and the Contemporary Community Health Series is concerned with public health and mental health subjects. The Philosophy of Science Series, Milton Studies, Latin American series, and Critical Essays in Modern Literature serve their respective fields of interest.

An average printing for a University Press book is from 2,000 to 3,000 copies, although some books are printed in quantities as high as 10,000 copies. A total of 245 University Press books are in print and are promoted through direct mail and, to a lesser extent, space advertising. They are sold nationally and internationally to retail and wholesale outlets by commission salesmen.

Within the past year, the Press received notable attention for having two books nominated for National Book Awards—*Windows and Stones: Selected Poems* by Thomas Tranströmer, translated by May Swenson, and *Once for the Last Bandit: New and Previous Poems* by Samuel Hazo. The Press was also honored for the design of its books—an area of traditional strength—and received four citations from the Midwestern Books Competition and two from the Chicago Book Clinic. The Press's books of the past three years have been reviewed in over 400 different newspapers and periodicals (a total of 837 reviews), and they were overwhelmingly favorable.

In the past year, the Press initiated a major new project in historical publishing with a scholarly edition of *The Papers of Robert Morris* concerning the closing years of the American Revolution. The prestigious Pittsburgh Series in Bibliography was continued with the publication of *F. Scott Fitzgerald: A Descriptive Bibliography*, the first copy of which was presented to the Library of Congress in a ceremony in November, 1972. On June 21, 1973, *Racism and Mental Health* was launched with a research press panel in Washington conducted by Dr. Bertram Brown, co-editor of the book and director of the National Institute of Mental Health. The panel included many of its authors in the discussion and received wide and favorable press notice.

The Press actively solicits manuscripts from University of Pittsburgh faculty and from scholars in other institutions. Manuscripts submitted to the Press are screened by the editorial staff, and the most likely are submitted to specialist readers. When publication is financially feasible, manuscripts receiving positive recommendations from the readers are presented to the Senate Committee on the University Press, which approves all manuscripts published by the Press.

The University of Pittsburgh Press was founded in 1936.

University Book Centers

There are two book centers: the Health Professions Book Center in Scaife Hall, oriented toward the health services, and the University Book Center at 4000 Fifth Avenue in Oakland, which fills student and faculty needs and stocks a diversified selection of other books and supplies. The book centers are owned by the University and governed by a board of directors consisting of twelve members: four full-time students (appointed by the President of Student Government), four full-time faculty members (appointed by the President of the University Senate), and four administrators.

In addition to the book centers in Oakland, there is a bookstore at each of the four regional campuses.

Philosophy of Science Center

The Philosophy of Science Center, intimately linked with the Department of Philosophy and the Department of History and Philosophy of Science, includes members of other departments and provides a special concentration in the philosophy and logic of the sciences. The Center promotes research in collaboration with scholars at other institutions and contributes to the training of doctoral and post-doctoral students specializing in the philosophy and history of science. The Center also sponsors a series of annual public lectures by eminent scholars. These lectures are published in a corresponding series of volumes.

University Center for International Studies

The University Center for International Studies enhances and coordinates international activities. The Center coordinates the area programs in Latin American, Russian and East European, and Asian Studies. Computer-oriented aspects of the Center, such as the Information Utilization Laboratory, Selective Dissemination of Information Systems, and the Archive on Political Elites in Eastern Europe, complement the area programs and assist scholars in information retrieval. Related programs include the International Studies Association, the Council for European Studies, and the Overseas Program in International Education.

The Center's responsibilities include formulating and implementing long-range research programs, organizing international research seminars, disseminating and publishing materials and research papers of an international nature, developing interinstitutional relationships with foreign institutions and publicizing grant, fellowship, and scholarship information for international study and research.

To assist students in arranging for overseas travel and in receiving grant information, the Center houses the Study Abroad Office. This office counsels students on foreign study-abroad programs, maintains an up-to-date file on all potentially useful programs for Pitt students and faculty, and acts as liaison for the Center to various outside funding organizations.

UCIS welcomes many prominent foreign visitors and dignitaries each year, and sponsors lectures, workshops, seminars and informal discussion groups to expand the students' knowledge of international affairs and societies.

The Learning Research and Development Center

The Learning Research and Development Center engages the sciences and the disciplines in the study of learning and the educational process. Center staff and students come from a wide range of disciplines. Faculty working in the Center have academic appointments in their respective departments and are research associates in the Center.

The specific mission of the Center is to design new models of educational practice and conduct relating research and development. The Center's activities include basic theoretical research in its laboratories; design of procedures, materials and equipment for instruction; the development measurement and evaluation techniques for educational assessment; and the implementation of a program of individualized instruction in the experimental schools, in cooperation with school systems and local communities.

University Center for Urban Research

The University Center for Urban Research is designed as a University-wide organization to serve the research needs of the various departments and schools in the University with an interest in urban phenomena and to provide research and technical assistance to community agencies.

The goal of the Center is to bring together in an organized and integrated fashion the many research activities and some of the services of the University which focus on urban needs. The UCUR has as its goal the understanding and facilitation of applying basic knowledge in the social and physical sciences to concrete problems in the urban environment.

Since the Center's inception in September, 1972, a large number of services have been provided. Faculty members from the Departments of Special Education, Vocational Education, History, Urban Affairs, Political Science, and Schools of Dental Medicine and Social Work have been aided in preparing research proposals. In addition to technical aid, the Center has also been available for consultations in the areas of data analysis, problems in data processing, sampling methods, and other research procedures.

In line with University policy, the Center does not award degrees or give academic credits. The Center, in conjunction with appropriate schools and departments, plans lectures and seminars.

Knowledge Availability Systems Center

The KAS Center serves the University and the community through the design and operation of systems for the collection, classification, storage, retrieval, and dissemination of information and for basic research in the information and communication sciences. The Center conducts research and participates in academic training programs. People are trained to enter the information sciences field in cooperation with the Graduate School of Library and Information Sciences, the Interdisciplinary Doctoral Program in Information Sciences, and other departments and schools.

Space Research Coordination Center

The Space Research Coordination Center is a center for interdisciplinary study and research on activities related to space and space-technology. The natural science departments of the Faculty of Arts and Sciences are involved in its programs. Particular foci of interests include the Laboratory for Atmospheric and Space Sciences, the Department of Chemistry, the Department of Earth and Planetary Sciences, and the Department of Physics.

Office of Measurement and Evaluation

Services related to testing and student evaluation are provided to University faculty by the Office of Measurement and Evaluation. A free scoring service for objective examinations also is available. Optical scanning equipment processes standardized answer sheets and questionnaire forms and a user is provided with summary statistics and item analysis data to aid in improving examinations. The administration of individual and group tests, including regularly scheduled admission examinations, University placement tests, and special purpose tests, is the responsibility of this office.

A consultation service has been instituted in the office to assist faculty, students, and staff involved in research projects. The consultants are experienced in dealing with problems of research design, measurement, instrument selection, and statistical analysis.

EDUCOM

The University of Pittsburgh is a member of the Interuniversity Communications Council, Inc. (EDUCOM). EDUCOM was established to improve and increase the use of computers and other communications technology in higher education and to promote the sharing of physical and intellectual resources.

This purpose is accomplished through the cooperative efforts of its members in the following activities:

Research on the application of computer and communications technology to areas in which the combined resources of its members can achieve significant results.

Semi-annual meetings which provide a forum for the exchange of ideas and information.

Conferences on particular topics of interest.

Publication of the EDUCOM *Bulletin* as a means of disseminating information and ideas.

Distribution of books, pamphlets, reports, and case studies resulting from EDUCOM projects.

Provision of special services to members.

Representing the membership and presenting testimony before governmental committees and regulatory agencies on issues that affect the educational community.

The Director of Communications Programs is the institutional representative of the University to EDUCOM.

Pittsburgh Council on Higher Education

Nine colleges and universities in Allegheny County have joined in a consortium which has created and continues to foster an atmosphere of cooperation in the academic community. Expanded educational opportunity and enriched intellectual and cultural life are the goals of the colleges acting together. Students are afforded the opportunity to take courses at neighboring campuses under the cross-registration program. Joint efforts by faculty at the department level have produced a number of multi-college events including choral concerts, a regional dance festival, and professional conferences.

Faculty and administrators of member institutions are designated to serve on committees in order to assist in these cooperative projects.

Office of International Student Services

The Office of International Student Services provides assistance to both foreign students and faculty.

Deans, campus presidents, and department chairpersons are encouraged to consult with the Office of International Student Services about immigration regulations, visas, work requirements, and evaluation of foreign credentials before inviting foreign faculty to the University.

Faculty Benefits

University Benefits

The University Benefits Office of the Personnel Division, located in G-26 of the Cathedral of Learning, provides detailed information upon employment regarding Blue Cross-Blue Shield, Group Term Life Insurance, Additional Group Term Life Insurance, Retirement Annuity, Disability Insurance, Major Medical Insurance, Annual Medical Evaluation, and Blood Donor Club. The office also administers the Workmen's Compensation Insurance Program and Unemployment Compensation.

Information concerning the Home Purchase Plan and Public Liability Insurance can be obtained from the Risk Manager who is located at 2432 Cathedral of Learning.

The Faculty Records Office, located at 802 Cathedral of Learning, administers the educational benefits for faculty members and their families.

Regional campus faculty may obtain information concerning benefits by contacting the campus personnel office or the academic dean.

Educational Benefits

Faculty Members

All faculty members, professional librarians, and research associates who are full-time on the payroll are eligible to receive a tuition scholarship for the first six credits taken each term at the University of Pittsburgh. Chaplains and ROTC faculty who serve full-time on campus are also eligible. The scholarship covers all tuition except for a charge of five dollars per credit. All other fees and charges are the student's responsibility. The individual must pay the full charge per credit for any credits in excess of six. The Spring Term, the Spring Session, and the Summer Session, for the purposes of tuition scholarships, will be treated as one entity. The individual is eligible to take six credits in the Spring Term, in one of the sessions, or six credits in a combination of these. An instructor of a class may permit the individual to attend a class on a non-credit basis without registration or payment of tuition and fees; if a grade is given it will not be recorded on the transcript.

Faculty Spouses

Spouses of full time faculty members, professional librarians, and research associates are eligible for a tuition scholarship of six credits per term provided that the spouse was accepted as a degree candidate with a major in a department other than that in which the husband or wife is a faculty member. Spouses of chaplains and ROTC faculty who serve full-time on campus are also eligible. The terms of the scholarship are the same as those listed under Faculty Members above. This scholarship also is available to widows and widowers of full-time faculty members, professional librarians, and research associates.

Faculty Children Attending Pitt

Dependent children of full-time employees who are on the payroll of the University are eligible for scholarships covering full undergraduate tuition at the University of Pittsburgh. All other fees and charges are the student's responsibility.

He or she is eligible to receive a scholarship for a maximum of twelve terms of full- or part-time study. In order to remain eligible for the scholarship, he or she must remain in good academic standing.

Registration for a single course in a term or session debits one of the twelve allowable terms. Also, dependent children attending high school and registering for courses in a term or session at the University debits one term of the twelve allowable if they matriculate at the University.

Dependent children of deceased or retired full-time employees are also eligible for full undergraduate tuition scholarships at the University of Pittsburgh.

Faculty Children Attending Other Institutions

The University has a scholarship program for dependent children of full-time faculty members and professional librarians who are on the payroll should such children wish to matriculate elsewhere. Dependent children of other full-time employees receiving annual salaries of at least $17,500 also are eligible. Under this scholarship program, the dependent may attend any other accredited college or university as a full-time or part-time undergraduate student and be eligible to receive tuition scholarships up to a maximum of $1,000 per year for four academic years. All other fees and charges are the student's responsibility.

If the maximum yearly amount of the tuition scholarship is not used, it cannot be carried forward to the next academic year. A tuition scholarship will be awarded only for the term in which the student is currently enrolled.

A student who has not used the maximum of $1,000 per year and wishes to attend his or her institution or the University of Pittsburgh for the remainder of that academic year as a full- or part-time undergraduate may have the balance applied to the tuition.

For students transferring from another college or university to the University of Pittsburgh, each academic year at the other institution will be equivalent to two terms at the University of Pittsburgh.

Faculty children attending high school and registering for courses at the University of Pittsburgh will have the tuition payment deducted from the $1,000 per year tuition scholarship if they matriculate at another college or university.

Children of deceased or retired faculty are eligible to receive tuition scholarships to other institutions only if they are already enrolled at the time of their parent's retirement or demise.

Falk School

The Falk School is a laboratory school operated by the School of Education and consists of ten nongraded classes for children in kindergarten through junior high school (ninth grade).

Scholarships covering one-quarter tuition are available to children of full-time faculty members and professional librarians who are on the payroll. The children are admitted through the regular procedures of Falk School.

Blue Cross and Blue Shield

All regular full-time and regular part-time employees paid on a monthly basis and making at least $100 per month (but not paid by a stipend certificate) are eligible for Blue Cross (hospitalization) and Blue Shield (physician's services) insurance. New employees may enroll in either or both of the plans and will be eligible for the benefits of the program following completion of one month of employment. If the employee does not enroll when first eligible, he or she may do so in any subsequent November or December with coverage effective the following January 1.

This group plan provides coverage for the employee and his or her dependents according to one of the following five options: individual, parent-child, parent-children, husband-wife, and family. The term *dependents* includes the employee's spouse and unmarried children under 19 years old. Unmarried children, older than 19 but less than 23 years old, who are dependent upon the employee for support and are full-time students, also will be considered eligible dependents. Also eligible are unmarried children to any age, if prior to the age of 19, they are disabled and incapable of self-support because of the disability.

The premium rate changes each January in relation to the claims paid in the previous year. The University pays the full cost for individual coverage and a portion of the premium rate for other types of coverage. Your share depends upon which of the above options you selected. Participation is cancelled the first of the month of the sixty-fifth birthday. Employees on leave of absence may continue Blue Cross and Blue Shield coverage indefinitely during which the total premium is paid by the employee.

Major Medical Insurance

A major medical insurance plan is provided by the University to help absorb the impact of large medical expenses not reimbursed by Blue Cross or Blue Shield for all enrolled full-time employees. This plan is underwritten by TIAA (Teachers Insurance and Annuity Association). Each insured participant and his or her dependents are initially covered for a benefit amount of $50,000. On January 1 the benefits paid for an insured individual are automatically reinstated up to a maximum of $5,000 each year. If at any time the initial benefit amount has been reduced by benefit payments of at least $1,000, the full $50,000 may be restored by furnishing, without cost to TIAA, evidence of insurability satisfactory to TIAA. The term *dependents* includes the employee's spouse and unmarried children under 19 years old. Unmarried children, older than 19 but less than 23 years old, who are dependent upon the employee for support and are full-time students, also will be considered eligible dependents.

Unless enrolled within 31 days of appointment, evidence of insurability satisfactory to TIAA will be required for the individual and his or her dependents. This insurance may be retained with reduced benefits after retirement.

The University bears more than half the cost of the premium. The insurance may be retained for a period of up to one year leave of absence during which the total premium is paid by the employee.

Group Term Life Insurance

This is a term life insurance policy underwritten by the Equitable Life Assurance Society and all faculty members, professional librarians, and research associates who are full-time are eligible to participate in this plan.

Enrollment may be made within 31 days of appointment without a physical examination. Applications for later enrollment must be accompanied by a statement of health which may or may not be approved by the underwriter. The individual and University each pay one-half of the premium.

Employees retain after retirement one-fourth of the basic coverage if enrolled five years, one-half if enrolled fifteen years, three-fourths if enrolled twenty-five years, and full coverage if enrolled prior to July 1, 1962, providing the monthly premium is paid. The accidental death benefit terminates at retirement. The insurance may be retained for a period of up to one year leave of absence during which the total premium is paid by the employee. When termination occurs, the employee has the privilege of converting the insurance to an individual life insurance policy without a medical examination.

Contract Salary	Life Insurance	Additional Insurance in Case of Accidental Death and Dismemberment
Less than $15,000	$20,000	$40,000
$15,000—16,999	22,500	45,000
17,000—18,999	25,500	51,000
19,000—20,999	28,500	57,000
21,000—22,999	31,500	63,000
23,000—24,999	34,500	69,000
25,000 and over	37,500	75,000

Additional Group Term Life Insurance

Effective April 1, 1973, Supplemental Life Insurance has been converted to Additional Group Term Life Insurance. This term policy is underwritten by the Equitable Life Assurance Society. Participation is mandatory for all full-time employees who are under 65 years of age, have contract salaries of $27,000 or more, and participate in the basic Group Term Life Insurance Program. Participation is not mandatory for those employees who were eligible prior to April 1, 1973, but did not choose to enroll. Applications for later enrollment for those employees who were eligible prior to April 1, 1973, must be accompanied by a statement of health which may or may not be approved by the underwriter. The individual and University each pay one-half of the premium. Coverage ends for employees reaching the age of 65 regardless of their retirement status.

Contract Salary	Life Insurance
$27,000—$28,999	$ 500
29,000—30,999	3,500
31,000—32,999	6,500
33,000—34,999	9,500
35,000—36,999	12,500
37,000—38,999	15,500
39,000—40,999	18,500
41,000—42,999	21,500
43,000—44,999	24,500
45,000—46,999	27,500
47,000—48,999	30,500
49,000—50,999	33,500
51,000—52,999	36,500
53,000—54,999	39,500
55,000—56,999	42,500
57,000—58,999	45,500
59,000 and over	48,500

Total Disability Benefits Plan

All full-time employees may enroll within one year of their appointment in the group disability insurance plan underwritten by Teachers Insurance Annuity Association. The insurance will become effective on the first day of the month following the completion of three months of service at no cost to the employee.

The plan provides a monthly income benefit following six months of continuous total disability as defined by the carrier and continuing while disabled until age 65. The monthly income benefit is equal to 60 percent of the first $1,500 of monthly contract salary, plus 40 percent of such monthly contract salary above $1,500, but will not be more than $1,500. Benefits payable to the individual from other sources for which University payroll deductions or University contributions have been made such as Social Security and Workmen's Compensation will reduce the monthly income benefit.

The plan also provides a monthly waiver benefit which pays both the individual's and the University's annuity contribution under the regular plan to the TIAA-CREF retirement fund, so that at age 65, when the monthly income benefit stops, the disabled employee can start drawing a full annuity.

During disability, individuals may continue to participate in Blue Cross and Blue Shield, Major Medical Insurance, Group Term Life Insurance, and Additional Group Term Life Insurance on the same basis prior to the disability.

An additional feature of the plan provides for a 3 percent cost of living increase each year in the dollar amount of the monthly income benefit.

Disability insurance terminates six months before age 65, since benefits are not payable for the first six months of total disability nor beyond age 65. Termination of insurance does not affect the benefits for a total disability existing on the date of such termination.

Retirement Annuity

Teachers Insurance Annuity Association (TIAA) and the College Retirement Equities Fund (CREF) are the annuity companies the University has chosen. Full-time faculty members, professional librarians, and employees receiving salaries of $9,300 or more may participate on a voluntary basis. Employees are encouraged to enroll at the time of appointment because the size of the annuity or death benefit is based actuarially upon the accumulation of contributions plus interest and dividends.

The amount of contribution is a percentage of the contract salary, which is matched by the University, and varies according to age. Contributions are automatically adjusted when contract salaries are changed or when one enters an older age group.

Age	Participant's Contribution	University's Contribution
Under 35	5 %	5 %
35—44	6¼%	6¼%
45 and over	7½%	7½%

An employee may elect one of three plans when enrolled in the retirement annuity. In the Regular Plan the individual's annuity contribution will be considered a payroll deduction. In the other two plans which are called tax-sheltered, Internal Revenue Service regulations permit current taxation of the participant's contribution to be deferred. Under Plan A the individual's contract salary will be reduced by the amount of his or her annuity contribution. In Plan B the individual may increase his or her annuity contribution to 12.5 percent under age 35; 11.45 percent, age 35—44; and 10.42 percent, age 45 and over. As in Plan A, the contract salary will be reduced by the amount of the individual's annuity contribution.

Persons who did not take full advantage of Plan B during prior years of employment at the University of Pittsburgh are permitted to do so under Plan C. In Plan C the participant is permitted to make an additional annuity contribution in excess of the annuity contribution in Plan B. The maximum additional annuity contribution which can be spread over a number of years is 20 percent of the current reduced annual contract salary and the number of years of eligible service at Pitt, minus the accumulated annuity contributions by the *individual* and *University*.

In tax-sheltered plans, the individual's annuity contribution will not be included in the amount earned shown on the Statement of Earnings and Deductions (attached to your paycheck) nor will it be included in wages paid subject to withholding on the annual Wage and Tax Statement Form W-2.

Annuity contributions to TIAA purchase a definite amount of future retirement income and those to CREF purchase a variable unit. Participants in the retirement plan may allocate their monthly contribution including the University's between TIAA and CREF in proportions of 25 percent or full allocation to either TIAA or CREF.

The contributions of the University and the individual who terminates employment after five years of participation remain in the account only for future annuity payments. Or, if an individual has participated less than five years at the time of termination, he or she may be refunded the portion contributed from his or her earnings, plus earned interest, but not the portion contributed by the University, nor its earned interest. The refund will be made only if the individual is employed by an institution that does not participate in the TIAA-CREF plan. If employment is continued at another institution which has a TIAA-CREF plan, the individual's contribution and the University's may be transferred to that plan, regardless of the length of employment at the University of Pittsburgh.

A retirement transition benefit option is available under which a retiree, at the time the individual's annuity begins, can receive in lump sum up to 10 percent

62

of his or her accumulations in TIAA-CREF, and thus reduce his or her annuity income up to 10 percent providing he or she is at least 55 years old and the last institution contributing to his or her annuity has approved this option.

Individuals may start receiving annuity payments at any age. In case of demise before retirement, the accumulation of contributions plus their earnings provides a death benefit or annuity for the beneficiary.

Annual Medical Evaluation

All full-time faculty members, athletic coaches, and professional librarians are encouraged to establish a relationship with a competent internist who will conduct comprehensive medical evaluations and provide care during illnesses. The University provides this encouragement by paying $40 of the internist's bill for an annual medical evaluation undertaken within a period of thirty days before or after a fixed date (usually birthdate). The bill should be forwarded, by the individual, to the University Benefits Office which will authorize payment of the $40 to the internist. A copy of the authorization will be sent to the individual.

Home Purchase Plan

The Trustees have authorized the lending of one million dollars of endowment funds to full-time faculty members for second mortgages. These second mortgages may not exceed 15 percent of the purchase price, or 15 percent of the appraisal, or $5,000. The sum of the first and second mortgages may not exceed 90 percent of the purchase price, or 90 percent of the appraisal, or $40,000. The second mortgage bears the same interest rate as the first mortgage and is to be amortized in ten years or less. Loans will be made only to faculty members who are enrolled in the University's Group Term Life Insurance Plan.

Individuals may participate in this plan only when the first mortgage is made by one of the lenders cooperating with the University: The Equitable Life Assurance Society of the United States, Mellon Bank, N.A., Pittsburgh National Bank, Union National Bank, and Equibank.

Information may be obtained from the Risk Manager who is located at 2432 Cathedral of Learning.

Public Liability Insurance

The University purchases several insurance policies to protect the institution against suits for alleged personal and property damages caused by faculty members and employees. In addition to protecting the institution, the comprehensive general public liability insurance policy has an endorsement providing coverage for faculty members against suits arising against them for damages to students and the general public occurring in the course of performing their work at the University as a faculty member.

The limits of liability are $2,500,000 personal injury and $250,000 property damage. Faculty members should inform the Risk Manager immediately, in writing, of any claims against them or the University.

Pitt Blood Donor Club

All full-time employees are automatically members of this club, even if they are unable to be donors for health reasons. Employees, their spouses, and unmarried children through age 22 may receive blood in any hospital from the Club reserve. An employee who is single may establish coverage for parents and unmarried brothers and sisters. When transfusions occur, the member calls the University Benefits Office and an authorization for withdrawal from the Club account will be sent to the Blood Bank indicating the name of the patient and hospital.

At least once a year individuals may be requested to donate blood. Club members on their own initiative may make blood donations to be credited to the Pitt Blood Donor Club any weekday at Central Blood Bank of Pittsburgh on De Soto Street.

Social Security

Pitt employees have participated in the Social Security system since 1951. In addition to supplementing the TIAA-CREF annuities, this program provides benefits to persons who become totally disabled and death benefits to surviving spouses and children. Payroll deductions are made for half of the premium costs and are matched by the University. Persons over age 62 who do not work in the third term may collect benefits from May through August each year.

Workmen's Compensation Insurance

The University pays the full premium for the workmen's compensation insurance required by state law. The insurance provides for the payment of hospital, medical, and prescription bills in the event of occupational injury or disease if the claim is approved by the underwriter. It also provides for total and partial disability and death benefits for families with dependent children.

This insurance covers all full-time and part-time employees providing their salary is paid by the University. The insurance does not cover graduate or undergraduate students performing unpaid work related to their education.

Any occupational injury or disease must be reported to the University Benefits Office within 24 hours of the accident, since the injured person is required to apply for compensation benefits. Failure to report an accident immediately may make it difficult to prove that the accident did occur.

Injuries from accidents which require immediate treatment or observation are handled by the Emergency Treatment Center of Presbyterian-University Hospital. An appropriate physician from the approved list, and not your family physician, must take care of follow-up treatment and observation and injuries or illness which do not require emergency treatment. All hospital, doctor, and prescription bills must be submitted to the University Benefits Office for payment by the underwriter.

Unemployment Compensation

Employees of the University of Pittsburgh are covered under the Pennsylvania Unemployment Compensation Law.

University employees who at some future time may be unemployed through no fault of their own will be able to apply for unemployment compensation benefits, provided they have satisfied the entitlement requirements established by statute. The eligibility of an employee for Unemployment Compensation is decided by the Pennsylvania Bureau of Employment Security. Application for benefits is made solely through the official Unemployment Compensation Office nearest the employee's home.

The entire cost of Unemployment Compensation coverage is paid by the University.

The Faculty and the Community

Community Relations

Through a variety of public lectures, exhibits, performances, and organized bureaus, councils and clinics, the University provides the community with intellectual and professional opportunities and leadership. The University believes these contributions are both required and deserved by the region which has supported it through its history.

The University also serves the area through the continuous day-by-day participation of its faculty and staff members in local civic, professional, cultural, and business affairs. It encourages such participation, in addition to the responsibilities which its academic staff undertakes in the work of scholarly and professional organizations.

The School of General Studies performs a further important function in the community by offering—during evening hours—both degree and nondegree programs geared to the needs of adults.

News and Publications

The Department of News and Publications handles most of the University's contacts with the mass communications media, and attempts to foster better communications within the University community. Major events are announced publicly through news releases or at press conferences.

The main vehicle for internal communications published by the department is the *University Times*, a bi-weekly campus newspaper distributed to faculty, staff, and students. The two principal alumni publications are PITT magazine—which is issued by the department and sent to all faculty—and ALUMNI TIMES, published by Development and Alumni Affairs.

The department also writes, edits, designs and produces all external University publications (those circulated outside the University)—from bulletins, newsletters and promotional pamphlets to flyers and posters announcing programs, seminars or opportunities. The goal is to create a professional and family appearance in material disseminated by the University, and to assure consistency.

Since faculty activity and achievement are among the University's chief assets, faculty can be helpful by notifying the department of ideas and news which may increase public understanding of the University's needs and educational aims. By channeling news and coordinating publications, the department avoids duplication, conflicts in the scheduling of announcements and possible misinterpretation.

With the exception of publications produced under grants or in specified circumstances, the cost of printing departmental promotional pieces is charged to a central budget supervised by the Department of News and Publications. Postage is charged to the individual academic department requesting the item. Requests for promotional printing must be submitted annually through the department chairperson, dean, regional campus president, or division head, to the Department of News and Publications. The University's policy on news and publications does not include articles for scholarly journals or the printing or editing of such journals; nor does it include internal duplicating and printing.

Advertising

All paid advertising for public events is placed through the Department of News and Publications.

Occasionally an event or offering qualifies for public service radio or television time. There is no charge to the institution for public service time.

Use of University Name and Seal

There is occasional danger of improper use of the University name for commercial, personal, organizational, political purpose, or for other purposes unrelated to the University's institutional activities. Faculty are therefore asked to seek administrative approval when proposed use of the University name appears questionable as to propriety or dignity. Instances of such use or attempted use should be brought to the attention of the Department of News and Publications. The same provisions apply to the use of the University seal.

In addition, faculty or students wishing to engage in any public surveys are requested to obtain authorization in writing from the dean, campus president, or director of the area involved.

When a survey is made by personal interviews, the person involved should carry and be prepared to display official written credentials showing that the survey has University approval. Persons making telephone surveys should identify themselves fully and should provide information that would permit the person being interviewed to check the survey's validity with appropriate personnel at the University.

Gifts and Grants

Growth and development are institution-wide goals. Their achievement depends, in great part, on attracting gifts under a comprehensive development plan which takes into account the University's many needs and interests and assigns priority to the most pressing. Such planning and action rest with the Office of Development.

Faculty members having proposals which depend for support on outside sources are requested to seek the advice of their department chairperson and dean. All approaches to prospective private donors should be cleared in advance with the development office to avoid duplication of effort and conflicts with the overall plan. Development office personnel will advise faculty members about possible sources of support for particular projects and consult with them on approaches to prospective donors.

Solicitations

The University participates officially each year in the United Fund campaign. During this period, individual faculty members have an opportunity to support this community drive and the many agencies relying on it for funds.

General solicitation of faculty and staff by salesmen, however, is not permitted, except in the case of book publishers who may wish to initiate such professional contacts as are welcomed by faculty members.

Alumni Association

The University feels that it has a responsibility to provide a continuing program of education suited to the needs of its alumni; that it should encourage and help support efforts by alumni organizations; that it should keep all alumni informed of developments both on campus and within the alumni ranks; and that the University campus should serve as a meeting place for its graduates.

Many alumni serve the University in ways particular to their experience, acting as sources of information about the institution; assisting in recruiting and counseling high school students; or interpreting the financial needs of the University and of higher education to the public; alumni also support the University projects and fund campaigns.

In promoting these alumni-University relationships, the alumni office welcomes the help of members of the faculty as speakers; as participants in continuing education programs such as seminars; and, especially if they themselves are alumni, as leaders in the development of effective alumni programs. Faculty are encouraged to inform the Office of Alumni Affairs of noteworthy alumni achievements and of communications with alumni.

Services for Faculty

Health Services

Faculty, staff, and their families may take advantage of the professional resources provided by the hospitals of the University Health Center of Pittsburgh. Fees are charged in all hospitals and clinics.

Children's Hospital: Medical and surgical in- and outpatient services for infants and children. The Poison Control Center deals with poison information and provides treatment of children and adults who have ingested poison.

Eye and Ear Hospital: Inpatient treatment of conditions of the eye, ear, nose and throat.

Magee-Womens Hospital: Specialized in- and outpatient treatment in obstetrics and gynecology and in care of the newborn.

Montefiore Hospital: Medical and surgical in- and outpatient services for adult patients.

Presbyterian University Hospital: Medical and surgical inpatient services for adult patients.

Ambulatory Care Program — Falk Clinic: Medical and surgical outpatient services for adult patients.

Western Psychiatric Institute and Clinic: In- and outpatient care for mental illness.

Veterans Administration Hospital: Medical and surgical treatment of veterans in the tri-state area.

School of Dental Medicine, Outpatient Department: Comprehensive oral health care.

Faculty and staff on the regional campuses should consult with the campus personnel office or the academic dean regarding the availability of services at the regional campus.

Prescriptions

Prescriptions for prescribed medications for employees and their immediate families can be filled at the Eye and Ear Hospital Pharmacy. The immediate family includes spouse, dependent children, and other dependents living in the same household.

Employees must have a card on file in the pharmacy which is to include, if applicable, the above-mentioned persons, age of dependent children, relationship of dependents, and address of the employee.

Prescriptions brought to the pharmacy before 11:00 a.m. may be picked up after 2:30 p.m., Monday through Friday. No prescriptions will be filled on weekends or holidays. Also, only prescriptions for items normally stocked by the pharmacy will be filled and no drugs will be specially ordered.

It is the responsibility of the employee to obtain a new prescription and/or refill authorization. The pharmacist will not call the doctor for this information nor will a prescription be filled before a copy is received.

The pricing structure is set up on a cost plus mark-up basis reflecting, in many cases, a substantial saving and in no way implies that the price will always be lower than one obtained through an outside pharmacy.

Prices will not be quoted on the phone and all sales will be cash. For tax and insurance purposes both cash register and pharmacy receipts will be issued.

Off-Campus Housing

The Off-Campus Housing Office assists faculty, staff, and students in finding housing accommodations. The office maintains a listing of rooms, apartments, and houses that are for rent as well as information about houses that are for sale. The office does not "inspect" or "approve" units listed in its files but does require all listed to sign a nondiscrimination clause included on the listing agreement.

Furnished and unfurnished units span all price ranges. Accommodations are throughout Allegheny County and detailed information is available about many of the area's large apartment complexes. Information about rates, leases, furniture rental, and health, safety, and human relation codes are also available.

Anyone who encounters discriminatory practices on the part of a landlord or a rental agency, or who notices substandard health and safety practices, should report them to the office. The complaint will then be directed to the appropriate public agencies.

The Faculty Club

All faculty members are eligible to join the Faculty Club. The Club is located in the Gardner Steele Building. Membership to the Club is of three types:

Regular Membership	Open to all full-time faculty
Associate Membership	Open to all visiting scholars, part-time faculty, and officials of non-profit organizations affiliated with the University

Special Membership	For individuals who have rendered extraordinary or particularly significant service to the University or the Club.

The admission fee for new members is $5.00 and the annual dues are $20.00. Membership to the Faculty Club can be made through Mr. Leland Deck, 2432 Cathedral of Learning.

Dining Facilities

Several cafeterias and snack bars are located on campus. These include cafeterias in the Graduate School of Public Health, Scaife Hall, Western Psychiatric Institute and Clinic, Litchfield Towers Dormitories, Medical Center Nurses' Residence, and Cathedral of Learning. Snack bars are situated in the Cathedral of Learning, Schenley Hall, and Scaife Hall.

Nursery Center

Full or half day educational activities for three- and four-year-old children of University students, faculty, and staff members are available at the Campus Nursery and Child Development Center at 4100 Allequippa Street (adjacent to the Falk School). The facility, which is administered within the School of Education by the Falk School, has been instituted in response to the need for on-campus professional learning experiences for students preparing to work with young children.

Information concerning public and private child care services in the community is available by calling Information and Volunteer Services at 261-6010. The information center has current information such as types of service, hours, fees, and eligibility.

Campus Bus

Free University bus service is provided between the upper and lower campus. A current University identification card is required. Copies of the route and schedule of the campus bus may be obtained at the Information Desk in the Cathedral of Learning and Schenley Hall. There is no bus service on Saturdays and Sundays.

University Travel Service

The University Travel Service, Inc., a commercial travel agency, obtains reservations and tickets needed by faculty and staff members for travel via commercial airlines, rail, bus, and steamship. Arrangements for hotels and auto rentals also may be requested. In general, the Transportation Request, form (PITT-1602), is to be used for specifying the details of the service needed and the budget to be charged. It must be signed by the appropriate administrator. SPI G1 sets forth the policy and procedure. The telephone extension of the travel service is 5580.

Personal travel may also be arranged through the University Travel Service, Inc., on a cash basis.

Parking

The Parking Office is responsible for establishing parking regulations, allocating spaces, and issuing parking permits and citing violators. Assignments of spaces to faculty members are made by the dean to whom requests for parking are made. Users are charged varying amounts for spaces in lots and garages, day and night parking. Fees may be paid through the payroll deduction system by completing a Parking Application/Authorization form (PITT-1801).

No fee is charged for registration of other vehicles, such as motorcycles, bicycles, and motorbikes. These vehicles may be registered on a voluntary basis with the Campus Police, Varsity Hall. However, these vehicles must be parked in a designated area; otherwise, they will be removed and the owner becomes subject to fines.

Notary Public

A Notary Public in the Office of the Secretary of the University, Cathedral of Learning, and one in the Office of Student Records, M-218 Scaife Hall, provide notary services without charge.

Cashing Checks

Personal checks of limited amounts will be cashed only at authorized University offices for employees who present a University photo identification card. Other identification may also be requested.

The Student Accounts Office on the ground floor of the Cathedral of Learning will cash one (1) check per week up to $50 Monday through Friday from 8:30 a.m. to 4:45 p.m., and Saturday from 9:00 a.m. to 11:45 a.m., except holiday weekends. During the summer, the hours are restricted to 8:30 a.m. to 4:45 p.m., Monday through Friday.

Checks may be cashed in the Scaife Hall Cashier's Office from 10:30 a.m. to 1:00 p.m. every weekday under the same identification requirement as stated above. During the summer, the Scaife Hall Cashier's Office is open on Monday and Thursday from 10:30 a.m. to 1:00 p.m.

Each regional campus may extend the same service depending upon the availability of funds.

A small service fee is charged at the main campus.

Credit Union

The faculty and staff of the University of Pittsburgh, Carlow College, Chatham College, and Presbyterian-University Hospital operate a joint credit union. The University of Pittsburgh Federal Credit Union is a corporation chartered and supervised by the Federal Government. Qualified members may obtain signature loans of $2,500 and secured loans of up to $10,000. Information and loan applications may be obtained and deposits made at the credit union office in Room 527 of the Medical Arts Building, 3708 Fifth Avenue.

The credit union also sells money orders and American Express travel checks to its members.

Information Services Office

The Information Services Office is the central source of information about University events. The office directs the following services:

Today in the University

University Events Calendar

Cathedral Information and Student Union Centers are located on the first floor, Cathedral of Learning and Schenley Hall.

All inquiries should be directed to these centers at extensions 5885 or 5886 between 7:00 a.m. and midnight. These centers answer questions about campus events, faculty, student, and staff telephone numbers; University class and activity schedules; and University publications. Campus maps, bus schedules, calendars, and schedule bulletins may also be obtained at the centers. Information concerning campus events at Carnegie-Mellon University, Duquesne University, Carlow College, and Chatham College also is available.

Ticket Service

Tickets for most city and campus events are available at the Union Ticket Office located on the main floor, Schenley Hall. Refunds, exchanges, and reservations are not available.

The Union Ticket Office is open 10 a.m. to 6 p.m., Monday through Friday.

Intercollegiate Athletics

The Pitt Panthers field teams in twelve intercollegiate sports—football, basketball, outdoor track, wrestling, gymnastics, cross-country, soccer, swimming, baseball, indoor track, tennis, and golf. The women's intercollegiate sports program includes basketball, swimming, gymnastics, and volleyball.

Two season football tickets may be purchased by each full-time employee at a saving of approximately 40 percent.

Information concerning ticket purchase plans will be sent to you in the spring. Those joining the University at a later date should call the Athletic Department Ticket Office, extension 4600, for necessary information.

Physical Recreation

The athletic and recreational facilities of the Fitzgerald Field House and Trees Hall have been designed to accommodate faculty and staff during designated hours. During the academic year the Athletic Department posts available times for swimming, sunbathing, squash, handball, tennis, exercising, indoor track, and other sports. A current ID card is necessary for admission. Lockers are available in Trees Hall on a day-to-day basis without charge. For those wishing to rent a locker from September 1 through July 31 of the following year, a limited number of lockers are available at a nominal fee. The fee includes the locker, a lock, and certain items of basic clothing needed for recreational purposes. Equipment such as handball gloves or squash balls are not included in the rental fee.

The Physical Education Department of the School of Education usually conducts a summer program of instruction in a variety of sports and games for children of faculty and staff members. A small fee helps cover necessary instructional costs.

Directories

The Faculty and Staff Directory is published annually. The directory contains the name, title, office location, extension, home address, and home telephone number of most University personnel. To insure correct information in the directory, employees are advised to notify their departmental secretaries of any changes in this data.

The Student Directory contains similar information about the student body.

Meeting Rooms

The University encourages the use of its facilities for meeting of a professional nature.

Uniform policy, administration, control and assignment procedures have been established for the use of University facilities, seating capacity and equipment to be in each room. Please refer to section F 14 of the SPI Manual for details.

Applications for the use of the meeting rooms by faculty, staff, alumni and outside groups are to be placed with the Office of Special Events.

Sponsors of meetings should notify the information desks so that guests will be given adequate guidance.

Women's Association

The Women's Association of the University of Pittsburgh was founded in 1912 by a group of faculty wives "to promote friendship among its members, and through service and knowledge, to further the interests of the University community." Membership is open to women trustees, women members of the faculty and staff, and wives of faculty members, trustees, and the staff. A variety of social, cultural, and service projects provide opportunities for women of diverse interests to enjoy planned programs or to become actively involved in such projects and activities which appeal to them. *A Yearbook and Membership Directory* is published annually. A calendar of events is mailed monthly to members of the Association.

Telephone

Centrex Service combines the principal features of Switchboard Service and individual line service including indialing, outdialing, inter-communication, transfer of incoming calls, automatic itemized station identification, and billing of toll calls.

Calls on Campus To call Campus extensions, dial 4 digits *only*. Refer to your directory for correct extension number. This includes calls to the regional campuses at Bradford, Greensburg, Johnstown, and Titusville.

Incoming Calls An outside caller, knowing your extension number, may reach you by dialing 624 plus your 4 digit extension number.

If an outside caller does not know your extension number, he or she will dial the main listed number, 624-4141, and the University console attendant will connect the call to your extension.

Transfer of Calls, Incoming Calls Only To transfer a call you need only firmly and deliberately depress and immediately release one of the two buttons in the receiver cradle to activate the recall unit. You will hear a ringing signal, indicating that you are being connected with your console attendant. When the console attendant answers give the extension number to which the call is to be transferred.

Outside Calls Dial 91—You will receive a continuous dial tone so continue dialing the desired number. (7 or 10 digit number)

Commonwealth Network All state agencies can be reached on the Commonwealth network by dialing 81 and the seven digit number. Off-network dialing (other than state agencies) may be reached by dialing 81, the area code (814, 215, 717, Washington, D.C., 202, and New York City, 212), and the appropriate seven digit number.

Personal Calls It is your responsibility to reimburse the University on all personal toll calls made from your University extension.

Motor Pool and Transportation

A motor pool is operated from the Schenley Quadrangle Garage. Sedans and station wagons are available for trips on University business. Advance reservations are made by telephoning the department office, extension 7971. A mileage charge is made to the departmental budget. Campus trucking service also is available through this department.

Purchasing

The Purchasing Division is the central authority for the purchase or lease of supplies, equipment, and other services. Purchases are initiated upon requisition by department chairpersons or other appropriate administrators. Following receipt and acceptance of the specifications, the Purchasing Division secures bids from or otherwise negotiates with suppliers and then places an order. Quality, delivery date, price, warranty, and technical considerations concerning purpose and ultimate value are taken into account in evaluating proposals. Liaison is maintained with the user at all steps of the purchasing procedure.

Charge for goods or services incurred in any other manner become the personal responsibility of the individual placing such an order.

Printing and Duplicating

Central Printing duplicates and prints much of the material required by the University for internal distribution. This includes materials which supplement instructional programs throughout the University. Printing and Mailing Requisition, form (PITT BA-604), is used to place a printing or duplicating order.

All official literature of the University and printed pieces of a promotional nature are reviewed and supervised by the Department of News and Publications.

Mail Service

All intra-University and United States mail is distributed from the central mail room. Outgoing mail is picked up at least twice daily and delivered to the main post office downtown.

The mail room handles insured mail, registered mail, and certified mail, as well as normal first class, straight rate third class, fourth class (parcel post), air, and foreign mail. Bulk mailings, clerical assistance, and postage costs should be discussed with the central mail room office, extension 4024.

The main campus has two zip codes. In general, the buildings surrounding the Cathedral of Learning and those on the lower campus will use Zip Code 15260. Buildings on the upper campus used by the Schools of the Health Professions and Engineering, Athletics, Physical Education, and Falk School will use Zip Code 15261.

Use of University mail or associated services for other than approved University business is strictly prohibited.

Office Machine Maintenance

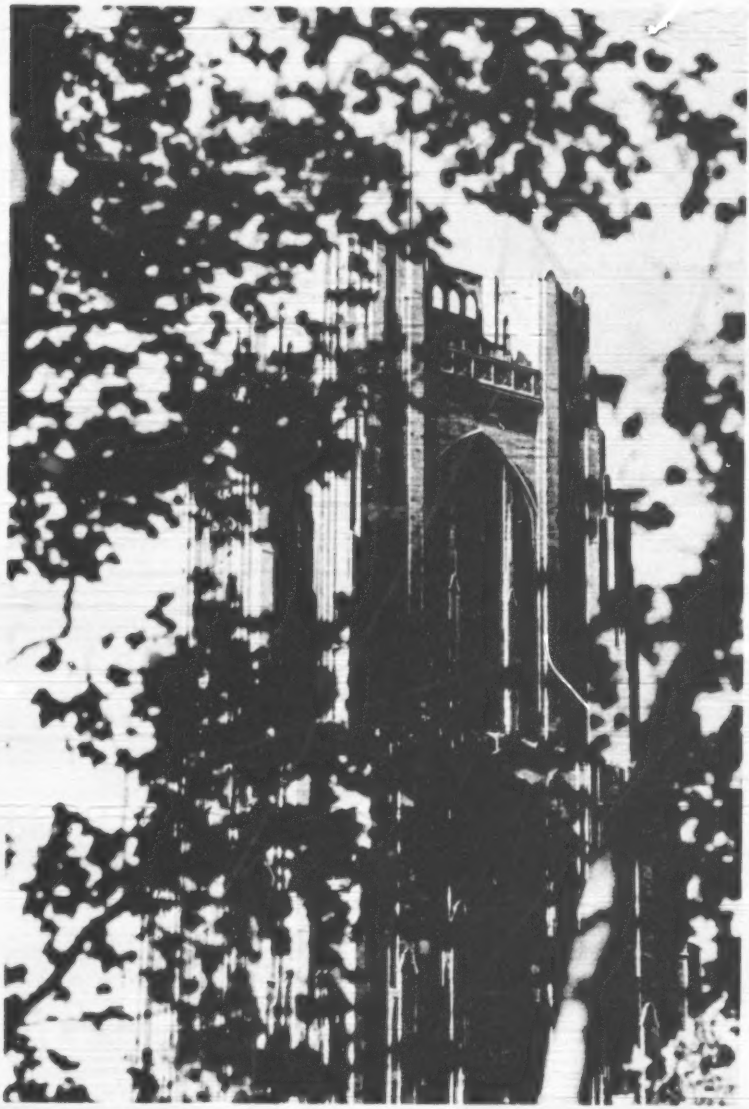
Requests for service and repair of typewriters, adding machines, duplicators, and other office machines not under maintenance contract are made to the Department of Property and Receiving, extension 4012.

Dead Record Storage

Assistance in the storage of inactive records and files may be obtained from the Department of Property and Receiving, extension 4012.

Lost and Found

A Lost and Found Office is maintained in the checkroom (G-58) on the ground floor of the Cathedral of Learning. Lost and found services are usually maintained in the administrative office of each of the other University buildings.



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MILTON J. SHAPP**
THE HONORABLE
SARA M. SOFFEL*
GEORGE A. STINSON
EVERETT E. UTTERBACK
EDWARD R. WEIDLEIN*
THE HONORABLE
DAVID H. WEISS
C. HOLMES WOLFE, JR.

*Emeritus
**Ex Officio

○ OFF MAP

(a) Alumni and Development Affairs; Counselor Education—Hill Building, 3434 Fifth Ave.
(b) Anthropology Building, 234 Atwood St.
(c) Black Studies, 400 S. Craig St.
(d) East Asian Studies; German Dept.; Language Laboratories—Loeffler Building, 3601 Forbes Ave.
(e) News and Publications, 200 S. Craig St.
(f) Allegheny Observatory, 159 Riverview Ave.
(g) Computer Center, 600 Epsilon Drive

○ UNIVERSITY BUILDINGS

1 Cathedral of Learning
2 Heinz Memorial Chapel
3 Stephen Foster Memorial
4 Frick Fine Arts Building
5 Hillman Library
6 Lawrence Hall
7 Litchfield Towers (Dormitory Housing)
8 Schenley Quadrangle (Amos, Holland, McCormick, Brackenridge, and Bruce Halls)
9 Student Union-Schenley Hall (Admissions)
10 Falk Clinic
11 Nurses' Residence
12 Scaife Hall (Medicine, Nursing)
13 Salk Hall (Dental Medicine, Pharmacy)
14 Fitzgerald Field House
15 Trees Physical Education Building
16 Pitt Stadium
17 Varsity Hall (Campus Police)
18 Pennsylvania Hall (Health Related Professions)
19 Mineral Industries Building
20 Western Psychiatric Institute and Clinic
21 Graduate School of Public Health
22 Benedum Hall of Engineering
23 Old Dental Clinic Building (Language Lab, Geography)
24 Mervis Hall (Graduate School of Business)
25 Learning Research and Development Center (under construction)
26 Van de Graaff Accelerator Laboratory Building
27 Radiation Center (Clinical and Research)
28 Allen Hall (Physics and Chemistry)
29 Engineering Hall (Chemistry and Physics)
30 Thaw Hall (Physics Laboratories, Polymer Engineering, and Crystallography)
31 Space Research Coordination Center
32 Alumni Hall (Physics and Chemistry)
33 Natural Sciences and Chemistry Building (under construction)
34 Crawford Hall (Biology and (Psychology Departments)
35 Langley Hall (Psychology)
36 Clapp Hall (Biology)
37 Music Hall
38 Ruskin Apartments (University Press, off-campus housing)
39 Library and Information Sciences American Institute for Research (GSLIS KASC, IDPIS)
40 Forbes Area Development (Schools of Law, Education, Social Sciences, etc.—proposed)
41 Campus Nursery & Child Development Center
42 Falk School

UNIVERSITY OF PITTSBURGH
AND VICINITY

□ AFFILIATED INSTITUTIONS

A Eye and Ear Hospital
B Presbyterian-University Hospital
C Children's Hospital
D Magee-Womens Hospital (not shown)
E Montefiore Hospital (not shown)
F Frick School
G Veterans Administration Hospital
H Pittsburgh Child Guidance Center City Blood Bank, Clinical Labs.

OTHER POINTS OF INTEREST

As the University of Pittsburgh is an integral part of the Oakland community, you have an opportunity to visit other attractions in our neighborhood. Some of these are listed below. Those especially interesting to children carry the symbol °.

I Pittsburgh Board of Education
J Soldiers and Sailors Memorial
K Syria Mosque
L Western Pennsylvania Historical Society
° M Carnegie Institute Museum and Library
N St. Paul's Cathedral
O YM & WHA
P Phipps Conservatory (flowers and exotic plants)
° Q Schenley Nature Museum
° R Schenley Park and Play Area
S Webster Hall Hotel
T University and City Ministries
U Mellon Institute

This handbook is prepared for the information of the members of the faculty of the University of Pittsburgh. The policies and practices described are subject to change at any time and do not constitute terms of any contract of employment.

FACULTIES AND SCHOOLS OF THE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES
FACULTY OF ARTS AND SCIENCES
SCHOOL OF GENERAL STUDIES
SCHOOL OF ENGINEERING
GRADUATE SCHOOL OF BUSINESS
SCHOOL OF EDUCATION
SCHOOL OF LAW
GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCES
GRADUATE SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS
SCHOOL OF SOCIAL WORK
SCHOOL OF DENTAL MEDICINE
SCHOOL OF NURSING
SCHOOL OF MEDICINE
SCHOOL OF PHARMACY
GRADUATE SCHOOL OF PUBLIC HEALTH
SCHOOL OF HEALTH RELATED PROFESSIONS
REGIONAL CAMPUSES AT BRADFORD, GREENSBURG, JOHNSTOWN, TITUSVILLE

UNIVERSITY HEALTH CENTER OF PITTSBURGH, INC.

CHILDREN'S HOSPITAL OF PITTSBURGH
EYE AND EAR HOSPITAL OF PITTSBURGH
FALK CLINIC AMBULATORY CARE PROGRAM
MAGEE-WOMENS HOSPITAL
MONTEFIORE HOSPITAL
PRESBYTERIAN UNIVERSITY HOSPITAL
UNIVERSITY OF PITTSBURGH
(SCHOOLS OF THE HEALTH PROFESSIONS)
(WESTERN PSYCHIATRIC INSTITUTE AND CLINIC)
VETERANS ADMINISTRATION HOSPITAL